

N.C. Department of Transportation
Division of Motor Vehicles
Raleigh, North Carolina

International Registration Plan Manual



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Beverly Eaves Perdue, Governor
State of North Carolina

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Department of Transportation



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Division of Motor Vehicles

INTERNATIONAL REGISTRATION PLAN MANUAL

This is your permanent set of North Carolina proportional registration instructions.

This manual has been prepared as a guide to securing proportional registration in North Carolina and should provide the basic information needed when preparing applications for annual registration. The contents will not cover every situation which may arise.

This manual should be retained for reference purposes.

Because of the workload and processing system, walk-in applicants cannot be given priority. Without prior notice, it might not be possible to process an application completely within the same day; however, needed assistance in preparing forms or request for information will be given to those who come to or telephone the office.

**Raleigh Office Location
and Mailing Address—**

International Registration Plan Section
North Carolina Division of Motor Vehicles
1425 Rock Quarry Road—Suite 100
Raleigh, North Carolina 27610
(Just North of 1-40, Exit 300)
8:00—5:00 p.m.

Raleigh Telephone—

(919) 861-3720
Fax (919) 733-5300

**Charlotte Office Location
and Mailing Address—**

International Registration Plan Unit
North Carolina Division of Motor Vehicles
6016 Brookshire Blvd.
Charlotte, North Carolina 28216
8:00 a.m.—5:00 p.m.

Charlotte Telephone—

(704) 392-2112
Fax (704) 393-8280

IRP Audit Section—

Toll Free (877) 308-9092
Telephone (919) 733-3409
Fax (919) 733-8654

SPECIAL NOTICE

Detailed mileage records are required in order to obtain and maintain Apportioned plates. Please see pages 109-119 for further information.

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INTERNATIONAL REGISTRATION PLAN

PURPOSE AND PRINCIPLE

Effective with licensing year 1977, North Carolina became a member of the International Registration Plan.

The International Registration Plan is a registration reciprocity compact among 48 states of the United States, District of Columbia and Provinces of Canada (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland-Labrador Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan) providing for payment of license fees on the basis of fleet distance operated in various jurisdictions.

The unique feature of this plan is that even though license fees are paid to the various jurisdictions in which fleet vehicles are operated, only one (1) license plate and one (1) cab card is issued for each fleet vehicle when registered under the Plan. A fleet vehicle is known as an apportionable vehicle.

It is the purpose of this agreement to (1) grant full intrastate and/or interstate reciprocity to proportionally registered vehicles owned and/or operated by registrants of member jurisdictions, provided the registrant has proper intrastate and/or interstate authority from the appropriate regulatory agency or is exempt from regulation by the regulatory agency; and, (2) to provide for the continuance of interstate reciprocity granted to those properly registered vehicles owned and/or operated by registrants of nonmember jurisdictions.

In the concept of one plate per vehicle rule, license fees will be computed according to percentage of distance in each jurisdiction for the preceding year (see definition of preceding year).

To give a simplified example of how license apportionment applies, take a 62,000 lb. tractor/trailer (North Carolina based for hire operator) which operates in North Carolina, Virginia, Tennessee and Kentucky only. The total preceding year distance for this tractor/trailer was 100,000, with an exact 25,000 miles in each jurisdiction. Under the International Registration Plan, the license fees will be computed as follows:

	JURISDICTION DISTANCE	PERCENT OF TOTAL	X	FULL YEAR FEES (BY JURISDICTION)	=	APPORTION FEES
North Carolina	25,000	25.000%	x	\$747.00	=	\$186.75
Virginia	25,000	25.000%	x	\$963.50	=	\$240.88
Tennessee	25,000	25.000%	x	\$1,024.00	=	\$256.00
Kentucky	<u>25,000</u>	<u>25.000%</u>	x	\$882.00	=	<u>\$220.50</u>
Totals	100,000	100.000%				*\$904.13

**(Plus trailer, and other applicable registration fees – N.C. ONLY)*

DEFINITIONS APPLICABLE TO THE PLAN AND MANUAL

Allocated Vehicle—a vehicle to which a jurisdiction's registration plate or apportioned registration plate is attached upon payment of this jurisdiction's full basic registration fee. A portion of each fleet of one way vehicles is allocated to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Applicant Registrant—a person, firm, or corporation in whose name the uniform application is filed and vehicles properly registered with a base jurisdiction.

Apportionable Fee—any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

Apportionable Vehicle—any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick-up and delivery vehicles, buses used in transportation of chartered parties, and government-owned vehicles, used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:

1. a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
2. a power unit having three or more axles, regardless of weight; or
3. used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

Trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties, may be proportionally registered at the option of the registrant.

Auxiliary Axle—an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer (Sometimes called "Converter Gear" or "Dolly")

Axle—an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an "axle" is any such assembly whether or not it is load-bearing only part of the time.

Base Jurisdiction—for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602.

Base Plate—the plate issued by the Base Jurisdiction and shall be the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word "apportioned" or "PRP" and the jurisdiction's name on the plate. The numbering system and color shall be determined by the issuing jurisdiction.

Cab Card—a registration card issued only by the Base Jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base plate, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

Chartered Party—a group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

Combination of Vehicles—a power unit used in combination with trailers and/or semi-trailers.

Commissioner—the jurisdiction official in charge of registration of vehicles.

Converter Gear—an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Sometimes called "Auxiliary Axle" or "Dolly")

Deadhead—to operate a commercial vehicle from one point to another without transporting any type of cargo.

Distance

In-Jurisdiction Distance—the total distance operated by a fleet of vehicles in a jurisdiction during the preceding year.

Total Distance—the total distance operated by a fleet of proportionally registered vehicles in all jurisdictions during the preceding year.

Established Place of Business—a physical structure owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location, and which is open during normal business hours; and in which are located:

1. a telephone or telephones publicly listed in the name of the fleet registrant,
2. a person or persons conducting the fleet registrant's business, and,
3. the operational records of the fleet (unless such records can be made available in accordance with the provisions of Section 1602).

FHWA—Federal Highway Administration.

FHVUT—Federal heavy vehicle use tax paid to U.S. Treasury for motor vehicles registered at 55000 lbs. or more.

Fleet—one or more apportionable vehicles.

Fleet Distance—Distance generated by all power vehicles which were a part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought.

Interjurisdiction Movement—vehicle movement between or through two or more jurisdictions.

Intrajurisdiction Movement—vehicle movement from one point within a state to another point within the same state.

IRP—the abbreviation for the reciprocal agreement, the International Registration Plan.

I.V.D.R.—Individual Vehicle Distance Record is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's application for accuracy.

Jurisdiction—a state, territory or possession of the United States, the District of Columbia, or a state, province, or territory of a country.

Lease—a written document giving exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time. (See “**Trip Lease**”)

Lessee—a person, firm or corporation which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor—Legal owner of vehicle. A person firm or corporation which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

Long Term—any period of time exceeding 29 days.

Motor Carrier—an individual, partnership, or corporation engaged in the transportation of goods or persons.

Common Carrier (COM)—any motor carrier which is hired by the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

Contract Carrier (CON)—any motor carrier transporting persons or property for compensation for hire under contract to a particular person, firm or corporation.

For Hire Exempt Carrier(FHE)—an individual, partnership, or corporation engaged in the business of transporting exempt goods or persons for compensation.

For Hire Leased (FHL)—an individual, partnership or corporation engaged in the business of transporting regulated goods/property under the FHWA authority of another motor carrier.

For Hire Rental (FHR)—a corporation or business engaged in the business of renting or offering vehicles for rent (with or without drivers).

Private Carrier (PVT)—a person, firm or corporation which uses its own trucks to transport its own freight.

Motor Vehicle—every vehicle which is self-propelled by power other than muscular power.

Bus (BU)—a motor vehicle designed for carrying more than 10 passengers and used for the transportation of persons.

Tractor (TR)—every motor vehicle designed and used for pulling other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicle and load.

Truck (TK)—every motor vehicle designed, used or maintained for the transportation of property.

Trailers (TL)—every vehicle without motor power, designed for carrying persons or property and for being pulled by a motor vehicle.

One-Way Vehicle—a truck having a Declared Gross Vehicle Weight of 26,000 pounds or 11,793.401 kilograms or less and rented or offered for rental by a Rental Company, for a specified period of time.

Operational Records—documents supporting distance traveled in each jurisdiction and total distance traveled such as fuel reports, trip sheets and logs.

Owner-Operator—the legal owner of a vehicle who leases his vehicular equipment with driver to another.

Pool Fleet—a fleet of rental company trailers and semi-trailers having a gross weight in excess of 6,000 pounds or 2,721.554 kilograms, and used solely in pool operation, with no permanent base.

Power Unit—self-propelled motor vehicle.

Preceding Year—the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

RTA (Regional Transit Authority)—mass transportation fee collected at \$5.00 per motor vehicle for the following counties: Durham, Orange and Wake.

Reciprocity—An apportioned vehicle properly registered hereunder shall be exempt from further registration by any other member jurisdiction.

Reciprocity Agreement—an agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of the jurisdictions which are parties to such an agreement, arrangement or understanding.

Recreational Vehicle—used for personal pleasure or travel. Example: “campers (CT),” “house trailers, and/or motor homes (HC)”.

Registrant—a person, firm or corporation in whose name or names a vehicle is properly registered.

Registered Weight—the weight for which a vehicle or combination of vehicles have been licensed or registered.

Registration Year—the twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet—means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Rental Owner—means someone who rents vehicles to others \vith or without drives.

Rental Transaction—means that the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Vehicle—means a vehicle of a rental fleet.

Renting and Leasing—means the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Restricted Plate—one that has time (less than a registration year), geographic area, mileage or commodity restriction. (Example—Farm Plate)

Semi-Trailer—every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

Service Representative—one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Staggered Registration—means a method of distributing fleet registration so that credentials expire in different months during the same registration year.

Restricted Plate—one that has time (less than a registration year), geographic area, mileage or commodity restriction. (Example—Farm Plate)

Semi-Trailer—every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

Service Representative—one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

Total Distance—the total distance operated by a fleet of apportioned vehicles in all jurisdictions during the preceding year.

Trip Lease—a lease of a vehicle to a carrier (lessee) for a single interjurisdictional movement. The term may also include a similar movement intrajurisdictional where such movement is authorized under the laws of the jurisdiction.

Trip Permit—a temporary permit issued by a member jurisdiction to travel through that jurisdiction instead of regular apportioned registration.

Unladen Vehicle Weight—the weight of a vehicle fully equipped for service excluding the weight of any load.

Unladen Weight Permit—10 day temporary registration permit issued for the empty weight of a motor vehicle.

Staggered Registration

Beginning with the 2006 Registration Year, North Carolina implemented a "Staggered Registration" for all apportioned motor carriers based in our state. In the 2004 Short Session, the North Carolina General Assembly enacted legislation to allow for the staggering of all commercial motor vehicles.

1. What is the advantage for you the motor carrier?

"Staggered Registration" provides for a 12-month staggered system which will equally divide all apportioned accounts to renew monthly. This will eliminate long lines in the Raleigh and Charlotte IRP Offices and reduce your wait time. If you process your renewal via the Internet, regardless of your renewal month, our Internet Application will be available at your convenience.

2. Is there still a grace period at renewal?

Yes, the grace period is 15 days.

3. When will you receive your renewal application in the mail?

You will receive your renewal application approximately 75 days prior to your expiration date. This will allow you ample time to process your renewal.

4. Did the options available for processing your renewal change?

No. There are three methods by which you can process your renewal. You can still go to the Raleigh or Charlotte IRP Office if you choose. If processing by mail, the checklist that is included as part of your renewal application will indicate the date by which you need to mail your application back to us in order to allow ample time for processing. This will ensure you receive your registration cab cards before the grace period expires. If processing your renewal via the Internet, you will be able to process your renewal 60 days prior to your renewal month.

5. Will you keep your same plate(s)?

Yes. Initially, you will be issued both month and year stickers for each license plate. Every renewal thereafter, you will just receive a year sticker.

6. If you process your renewal prior to your new effective date, can you display your new stickers and cab cards?

You can display your new stickers on your license plate, but you must display your old cab cards until the new cab cards become effective based on the effective date indicated on your cab card(s).

7. If you have multiple fleets, will they renew at different times?

No. All fleets within your account will have the same renewal month. Any vehicles that you add to a fleet throughout the registration year will have the same expiration date as all other vehicles in the fleet.

8. Will partial payments (drafts) still be available?

Yes. If your North Carolina fee (only) equals \$400.00 or more, you may elect to pay one-half of your North Carolina IRP fees on a bank draft. Bank drafts will be due 6 months from your renewal month and charged the rate of 3% interest. If you have never had a bank draft or you have changed banks, you will need to submit a letter of recommendation from your bank on their letterhead. This letter needs to include your bank routing number, your bank account number and your standing with the bank but it should not include any account totals.

9. With the issuance of stickers, if processing your renewal via the Internet, can you continue to print your cab cards at your location?

No. Because of the issuance of stickers, *you can no longer print cab cards at your location.* However, you can still utilize the Internet, complete the process and indicate if you wish to have your cab cards and stickers mailed to you or if you wish to pick them up at **Raleigh Only**. *You will no longer be able to have your cab cards printed at the Charlotte IRP Office if processing your renewal via the Internet.* **Due to the processing time (7-10 days) required if having credentials mailed, do not wait until the grace period to process your renewal via the Internet in order for you to receive your credentials before the effective date.** If you are picking up your cab cards at the Raleigh IRP office, you must allow 3 days from the time you complete your Internet Renewal. For additional information on the IRP Internet Renewal, see pages -and -of this publication.

10. With staggered registration, what reporting periods of mileage traveled will be required at renewal?

The mileage reporting period required will be indicated at the top of your REN-M of your Apportioned Renewal Application.

11. Will the 2290 still be required at renewal?

Yes. You must furnish proof of payment of your Federal Heavy Vehicle Use Tax (2290) for all vehicles licensed at 55,000 pounds or more at renewal. You will be required to furnish the receipted 2290 for the current tax period. If your renewal month is July, August or September, you will be allowed to furnish the prior year receipted 2290 in order to allow time for you to get the current tax period receipted copy from the IRS. However, you will be required to furnish proof of payment of the current year 2290 prior to December 31st of each year. Failure to furnish the required documents will result in the cancellation of your apportioned license plates. If processing your renewal via the Internet, you must fax or mail to our office (919) 715-9129 a copy of your receipted 2290 for all vehicles licensed at 55,000 pounds or more prior to processing your renewal.

JURISDICTIONAL CONTACT INFORMATION

Abbreviations	Jurisdictions	Abbreviations	Jurisdictions
AL	Alabama	NB.....	New Brunswick
AB.....	Alberta	NL.....	Newfoundland-Labrador
AZ.....	Arizona	NH.....	New Hampshire
AR.....	Arkansas	NJ.....	New Jersey
BC	British Columbia	NM.....	New Mexico
CA.....	California	NY.....	New York
CO.....	Colorado	NC.....	North Carolina
CT	Connecticut	ND	North Dakota
DC.....	District of Columbia	NS	Nova Scotia
DE	Delaware	OH	Ohio
FL	Florida	OK.....	Oklahoma
GA.....	Georgia	ON	Ontario
ID	Idaho	OR.....	Oregon
IL.....	Illinois	PA.....	Pennsylvania
IN	Indiana	PE.....	Prince Edward Island
IA.....	Iowa	QC.....	Quebec
KS.....	Kansas	RI.....	Rhode Island
KY	Kentucky	SK.....	Saskatchewan
LA	Louisiana	SC.....	South Carolina
ME.....	Maine	SD.....	South Dakota
MB.....	Manitoba	TN.....	Tennessee
MD.....	Maryland	TX.....	Texas
MA.....	Massachusetts	UT	Utah
MI.....	Michigan	VT	Vermont
MN.....	Minnesota	VA	Virginia
MS.....	Mississippi	WA.....	Washington
MO.....	Missouri	WV	West Virginia
MT.....	Montana	WI	Wisconsin
NE.....	Nebraska	WY	Wyoming
NV.....	Nevada		

Contact Information by Jurisdiction

Contact Information for **NORTH CAROLINA**

International Registration Plan

North Carolina Division of Motor Vehicles
International Registration Plan Section
1425 Rock Quarry Rd., Suite 100
Raleigh, North Carolina 27610

Telephone (919) 861-3720
Fax (919) 733-5300

Charlotte Office
International Registration Plan Unit
North Carolina Division of Motor Vehicles
6016 Brookshire Blvd.
Charlotte, North Carolina 28216
Telephone (704) 392-2112
Fax (704) 393-8280

IFTA

North Carolina Department of Revenue
Motor Fuels Tax Division
1429 Rock Quarry Rd., Suite 105
Raleigh, North Carolina 27610

Telephone (919) 733-3409
Fax (919) 733-8654

Oversize Permits

North Carolina Permits
1425 Rock Quarry Rd.
Suites 109 & 110
Raleigh, North Carolina 27610
Telephone 1-888-574-6683
Fax (919) 733-7828

Contact Information for **ALABAMA**

International Registration Plan

Alabama Department of Revenue
Motor Vehicle Division
Office of Motor Carrier Services
Post Office Box 327620
Montgomery, Alabama 36132-7620
Telephone (334) 242-2999
Fax (334) 242-9073

Operating Authority

Public Service Commission
100 North Union St., Suite 982
Post Office Box 991
Montgomery, Alabama 36101-0991
Telephone (334) 242-5176
Fax (334) 242-2534

IFTA

Alabama Department of Revenue
Motor Vehicle Division
Office of Motor Carrier Services
Post Office Box 327620
Montgomery, Alabama 36132-7620
Telephone (334) 242-2999
Fax (334) 242-9073

Oversize Permits

Alabama Department of Transportation
Permit Section
1409 Coliseum Blvd.
Montgomery, Alabama 36130
Telephone 800-499-2782

Contact Information for **ALBERTA**

International Registration Plan

Prorate Services

1st Floor, 803 Manning Rd., NE
Calgary, Alberta T2E 7M8

Telephone (403) 297-2920

Fax (403) 297-2917

www.prorate@gov.ab.ca

Transportation Safety Services

Vehicle Safety and Carrier Services

4th Floor, Provincial Bldg.

4920-51 Street

Red Deer, Alberta T4N 6K8

Telephone (403) 340-5444

Fax

IFTA

Alberta Revenue

Tax and Revenue Administration

Hautlain Building, 6th Floor

9811-109th Street

Edmonton, Alberta T5K 2L5

Telephone (780) 427-3044

Fax (780) 427-0348

Oversize Permits

Central Permit Office

4th Floor 4920-51 Street

Red Deer, Alberta T4N 6K8

Telephone 1-800-662-7138

www.travis.gov.ab.ca

Contact Information for **ARIZONA****International Registration Bureau**

Department of Transportation
Motor Vehicle Division
1801 W Jefferson St
Mail Drop 527M
Phoenix, Arizona 85007
Telephone (602) 712-6775
Fax (602) 407-3473

Operating Authority

Information Not Available

IFTA

Motor Vehicle Division
Motor Carrier Services
Post Office Box 2100
Mail Drop 527M
Phoenix, Arizona 85001
Telephone (602) 712-6775
Fax

Oversize Permits

Department of Transportation
Motor Vehicle Division
14370 W VanBuren Street
Mail Drop 647X
Goodyear, Arizona 85338
Telephone (623) 932-2257
Fax

Contact Information for **ARKANSAS**

International Registration Bureau

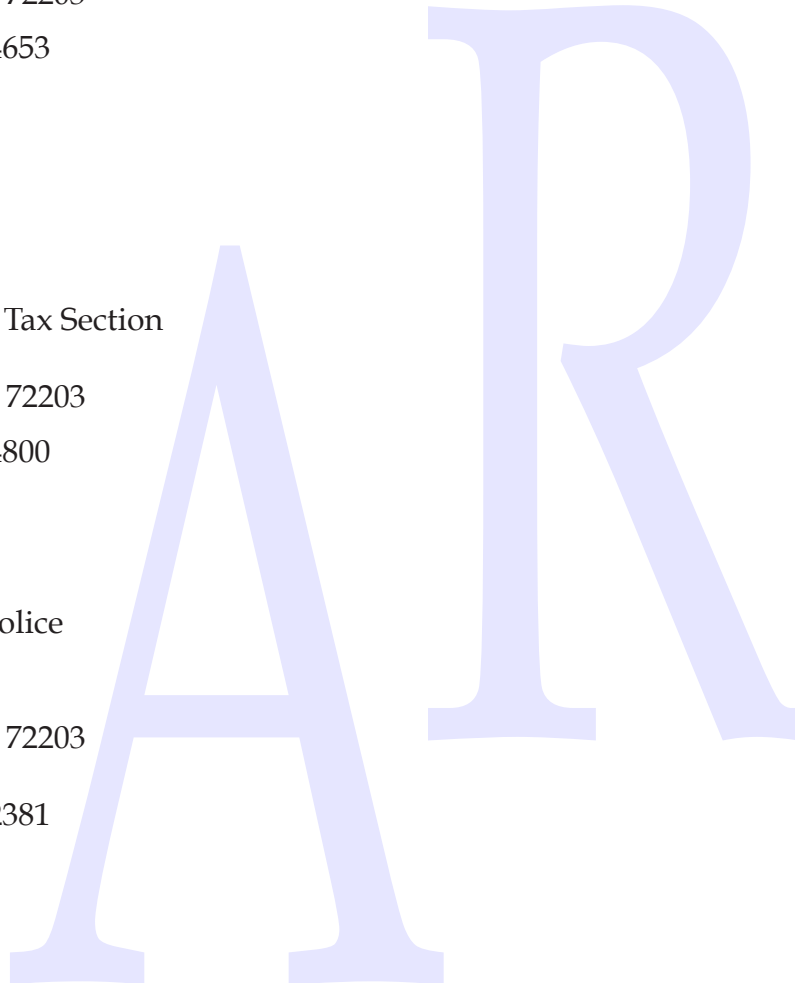
Department of Finance & Administration
Office of Motor Vehicle
IRP Unit
Post Office Box 8091
Little Rock, Arkansas 72203
Telephone (501) 682-4653
Fax (501) 682-4615

IFTA

Arkansas Motor Fuel Tax Section
Post Office Box 1752
Little Rock, Arkansas 72203
Telephone (501) 682-4800
Fax (501) 682-5599

Oversize Permits

Arkansas Highway Police
Permit Section
Post Office Box 2779
Little Rock, Arkansas 72203
Telephone (501) 569-2381
Fax (501) 568-1565



Contact Information for **BRITISH COLUMBIA**

International Registration Plan

ICBC
Post Office Box 7500
95 M Street SW
Vancouver, British Columbia V6B 5R9
Telephone (604) 443-4450
Fax (604) 443-4451

Operating Authority

Passenger Transportation Branch
104-4240 Manor Street
Burnaby, British Columbia V5G 1B2
Telephone (604) 453-4250
Toll Free: 1-888-453-4280
Fax (604) 453-4253

IFTA

Fuel Tax Section
Consumer Taxation Branch
Parliament Buildings
Victoria, British Columbia V8V 2L9
Telephone (250) 387-0635

Oversize Permits

Commercial Vehicle Safety & Enforcement Division
PO Box 9250 Stn Prov Govt
Victoria, British Columbia V8W 9J2
Telephone (250) 953-4046
Fax (250) 952-0578

Contact Information for **CALIFORNIA**

International Registration Plan

Department of Motor Vehicles
IRP/MCD MS-H160
Post Office Box 932320
Sacramento, California 94232-3200

Telephone (916) 657-7971
Fax (916) 657-6628

Operating Authority

Public Utilities Commission
California State Bldg
505 Van Ness Ave
San Francisco, California 94102

Telephone (415) 703-2063
Fax

IFTA

State Board of Equalization
450 N St.
Post Office Box 942879 MIC:65
Sacramento, California 94279-0065

Telephone (916) 322-9669
Fax (916) 323-4404

Oversize Permits

Department of Transportation
1304 "O" Street Room 335
Post Office Box 942874 Mail Slot 4
Sacramento, California 95814

Telephone (916) 322-1297
(press 3, then 5)

Fax

Contact Information for **COLORADO**

International Registration Plan

Motor Carrier Services Section
1881 Pierce St. Room 114
Lakewood, Colorado 80214

Telephone (303) 205-5602
Fax (303) 205-5981

Operating Authority

Public Utilities Commission
1580 Logan St
Logan Towers Office Level 2
Denver, Colorado 80215

Telephone (303) 894-2000 Ext. 2868
Fax

IFTA

Taxpayer Service
1375 Sherman Ct., Room 200
Denver, Colorado 80261

Telephone (303) 205-8205
Fax (303) 205-8215

Oversize Permits

Colorado Department of Transportation
Permit Office
4201 E. Arkansas Ave., Room 290
Denver, Colorado 80222

Telephone (303) 757-9539
Fax

Contact Information for **CONNECTICUT**

International Registration Plan

Department of Motor Vehicles
IRP/SSRS
60 State St. Room 104
Wethersfield, Connecticut 06161-1010

Telephone (860) 263-5281
Fax (860) 263-5582

Operating Authority

DMV IRP/SSRS Section
60 State St. Room 104
Wethersfield, Connecticut 06161-1015

Telephone (860) 263-5281
Fax (860) 263-5582

IFTA

Department of Revenue Services
25 Sigourney St
Hartford, Connecticut 06105

Telephone (860) 541-3222
Fax

Oversize Permits

Department of Transportation
Bureau of Public Transportation
Motor Transport Services
2800 Berlin Turnpike
Post Office Box 317546
Newington, Connecticut 06031-7546

Telephone (860) 594-2880
Fax

Contact Information for **DISTRICT OF COLUMBIA**

International Registration Plan

Department of Motor Vehicles
IPR Processing Center
1205 Brentwood Rd, NE
Washington, DC 20018

Telephone (202) 576-8278 or (202) 576-8275
Fax (202) 576-9218

Operating Authority

Motor Carrier Services
400 Virginia Ave SW
Washington, DC 20002

Telephone (202) 358-2324
Fax

IFTA

Information Not Available

Oversize Permits

Consumer & Regulatory Affairs
Office of Public Space
941 N Capitol St NE
Washington, DC 20002

Telephone (202) 442-4670 or (202) 442-9467
Fax (202) 442-4867

Contact Information for **DELAWARE**

International Registration Plan

Division of Motor Vehicles
Motor Fuel Tax Administration
IRP Unit
Post Office Drawer 7065
Dover, Delaware 19903-7065
Telephone (302) 744-2701
Fax (302) 739-6299

Operating Authority

Information Not Available

IFTA

Motor Fuel Tax Administration
Post Office Drawer E
Dover, Delaware 19903
Telephone (302) 744-2702
Fax (302) 739-6299

Oversize Permits

Motor Fuel Tax Administration
Hauling Permits Section
Post Office Drawer 7065
Dover, Delaware 19903-7065
Telephone (302) 744-2700
Fax (302) 739-6299

Contact Information for **FLORIDA**

International Registration Plan

Department of Highway Safety & Motor Vehicles
Bureau of Motor Carrier Services
2900 Apalachee Parkway
Room A110 MS62
Tallahassee, Florida 32399-0626
Telephone (850) 617-3711
Fax (850) 617-5185

Operating Authority

Information Not Available

IFTA

Department of Highway Safety & Motor Vehicles
Bureau of Motor Carrier Services
2900 Apalachee Parkway
Room A110 MS62
Tallahassee, Florida 32399-0626
Telephone (850) 617-3711
Fax (850) 617-5185

Oversize Permits

Department of Transportation
Attn: Permits
2740 Centerview Dr
Tallahassee, Florida 32301
Telephone (850) 410-5779

Contact Information for **GEORGIA**

International Registration Plan

Georgia Department of Revenue
Motor Vehicle Division, IRP Section
Post Office Box 16909
Atlanta, Georgia 30321-0909
Telephone (404) 675-6135
Fax (404) 675-6196

Operating Authority

Georgia Department of Revenue
Motor Vehicle Division
Att: SSR Program
Post Office Box 161227
Atlanta, Georgia 30327
Telephone (404) 362-6499
Fax (404) 363-7587

IFTA

Department of Revenue
Motor Fuel Division, IFTA
1800 Century Center Blvd. NE, suite 2225
Atlanta, Georgia 30345
Telephone (404) 417-2400
Fax (404) 417-4303

Oversize Permits

Department of Transportation
Oversize Permit Unit
935 East Confederate Ave. - Bldg 24
Atlanta, Georgia 30303-3725
Telephone 1-800-570-5428
Fax (404) 635-8501
(404) 635-8503

Contact Information for **IDAHO**

International Registration Plan

Commerical Vehicle Services
Motor Carrier
Post Office Box 7129
Boise, Idaho 83707-1129
Telephone (208) 334-8611
Fax (208) 334-2006

Operating Authority

Commerical Vehicle Services
Motor Carrier
Post Office Box 7129
Boise, Idaho 83707
Telephone (208) 334-8611
Fax (208) 334-2006

IFTA

State Tax Commission
Special Fuels Division
Post Office Box 36
Boise, Idaho 83722
Telephone (208) 334-8692
Fax (208) 334-2006

Oversize Permits

Commerical Vehicle Services
Permits
Oversize Permit Office
Post Office Box 7129
Boise, Idaho 83707-1129
Telephone (208) 334-8692
Fax (208) 334-8696



Contact Information for **ILLINOIS**

International Registration Plan

Illinois Secretary of State
Commercial & Farm Truck Division
501 S 2nd Street
300 Howlett Bldg.
Springfield, Illinois 62756
Telephone (217) 782-4815 or 4816
Fax (217) 524-0123

Operating Authority

Illinois Commerce Commission
Leland Building
527 East Capitol Avenue
PO Box 19280
Springfield, Illinois 62794-9280
Telephone (217) 782-4654
Fax (217) 785-1448

IFTA

Illinois Department of Revenue
Motor Fuel Use Tax Section
101 West Jefferson
Post Office Box 19477
Springfield, Illinois 62794-9477
Telephone (217) 785-1397
Fax

Oversize Permits

Illinois Department of Transportation
Highway Administration Bldg.
2300 S Dirksen Parkway
Springfield, Illinois 62764
Telephone 1-800-252-8636 (If calling within IL)
(217) 785-1477 (If calling from outside IL)

Contact Information for **INDIANA**

International Registration Plan

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, Indiana 46241
Telephone (317) 615-7340
Fax (317) 821-2335

Operating Authority

Indiana Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, Indiana 46241
Telephone (317) 615-7295
Fax (317) 821-2339

IFTA

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, Indiana 46241
Telephone (317) 615-7345
Fax (317) 821-2335

Oversize Permits

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd., Suite R
Indianapolis, Indiana 46241
Telephone (317) 615-7320
Fax (317) 821-2336

Contact Information for **IOWA**

International Registration Plan

Iowa Department of Transportation
Office of Motor Carrier Services
Park Fair Mall, 100 Euclid Ave.
Post Office Box 10382
Des Moines, Iowa 50306-0382
Telephone (515) 237-3268
Fax (515) 237-3225

Operating Authority

Iowa Department of Transportation
Office of Motor Carrier Services
Post Office Box 10382
Des Moines, Iowa 50306-0382
Telephone (515) 237-3224
Fax (515) 237-3354

IFTA

Iowa Department of Transportation
Office of Motor Carrier Services
Post Office Box 10382
Des Moines, Iowa 50306-0382
Telephone (515) 237-3224
Fax (515) 237-3354

Oversize Permits

Iowa Department of Transportation
Office of Motor Carrier Services
Post Office Box 10382
Des Moines, Iowa 50306-0382
Telephone (515) 237-3264
Fax (515) 237-3257



Contact Information for **KANSAS**

International Registration Plan

Kansas Department of Revenue
Division of Motor Vehicles
Motor Carrier Services Bureau
1500 S.W. Arrowhead Rd.
Topeka, Kansas 66604-4027

Telephone (785) 271-3145, option 1 on menu
Fax (785) 272-3283

Operating Authority

Kansas Corporation Commission
1500 S W. Arrowhead Rd.
Topeka, Kansas 66604

Telephone (785) 271-3145, Option 3 on menu
Fax (785) 271-3124

IFTA

Department of Revenue
Division of Taxation
Motor Fuel Tax Section
Docking State Office Building
915 S.W. Harrison St.
Topeka, Kansas 66612

Telephone (785) 296-4458
Fax (785) 296-2703

Oversize Permits

Kansas Department of Revenue
Division of Motor Vehicles
Central Permit Section
1500 S.W. Arrowhead Rd.
Topeka, Kansas 66604-4027

Telephone (785) 271-3145, Option 2 on Menu
Fax

Contact Information for **KENTUCKY**

International Registration Plan

Transportation Cabinet
IRP Section
Box 2323
Frankfort, Kentucky 40602-2323
Telephone (502) 564-4120
Fax (502) 564-2950

Operating Authority

Transportation Cabinet
DOT/Division of Motor Carriers
New State Office Building
Frankfort, Kentucky 40601
Telephone (502) 564-4540
Fax

IFTA

Transportation Cabinet
Motor Fuel Tax Section
New State Office Building
Frankfort, Kentucky 40601
Telephone (502) 564-4540
Fax

Oversize Permits

Transportation Cabinet
Division of Motor Carriers
DOT
Frankfort, Kentucky 40601
Telephone (502) 564-7150
Fax

Contact Information for **LOUISIANA**

International Registration Plan

Department of Public Safety & Corrections
Office of Motor Vehicles/IRP Section
7979 Independence Blvd
Post Office 64886
Baton Rouge, Louisiana 70896-4886
Telephone (225) 925-6270
Fax (225) 925-3976

Operating Authority

Public Service Commission
Post Office Box 91154
Baton Rouge, Louisiana 70821-9154
Telephone (225) 922-3134
Fax (225) 922-3135

IFTA

Department of Revenue & Taxation
Excise Taxes Division
Post Office Box 201
Baton Rouge, Louisiana 70821
Telephone (225) 219-7656
Fax (225) 219-2446

Oversize Permits

Department of Transportation & Development
Truck Permit Office
Post Office Box 94042
Baton Rouge, Louisiana 70804-9042
Telephone (225) 343-2345
Fax

Contact Information for **MAINE**

International Registration Plan

Bureau of Motor Vehicles
IRP Unit
29 State House Station
Augusta, Maine 04333-0029
Telephone (207) 624-9000 Ext. 52135
Fax (207) 624-9086

Operating Authority

State of Maine
Motor Carrier Services
Operating Authority Unit
29 State House Station
Augusta, Maine 04333-0029
Telephone (207) 624-9000 Ext. 52130
Fax (207) 622-5332

IFTA

Bureau of Motor Vehicles
Motor Carrier Services
IFTA Unit
29 State House Station
Augusta, Maine 04333-0029
Telephone (207) 624-9000 Ext. 52136
Fax (207) 624-9086

Oversize Permits

Bureau of Motor Vehicles
Motor Carrier Services
Overlimit Unit
29 State House Station
Augusta, Maine 04333-0029
Telephone (207) 624-9000 Ext. 52134
Fax (207) 622-5332

Contact Information for **MANITOBA**

International Registration Plan

Manitoba Public Insurance
Commercial Vehicle Registration
100-234 Donald St
Post Office Box 6300
Winnipeg, Manitoba R3C 4A4
Telephone (204) 985-7775
Fax (204) 953-4998

Operating Authority

Information Not Available

IFTA

Finance/Taxation Division
101-401 York Ave.
Winnipeg, Manitoba R3C 0P8
Telephone (204) 945-3194
Fax (204) 948-2087

Oversize Permits

Permits Office
1550 Dublin Ave.
Winnipeg, Manitoba R3E 0L4
Telephone (204) 945-3961 or 1-877-812-0009
Fax (204) 945-6499

Contact Information for **MARYLAND**

International Registration Plan

Motor Vehicle Administration
Motor Carrier Service Section
Room 120
6601 Ritchie Highway NE
Glen Burnie, Maryland 21062
Telephone (410) 787-2971
Fax (410) 768-7163

Operating Authority

Maryland Public Service Commission
Transportation Division
711 W 40th Street
Baltimore, Maryland 21210
Telephone 800-492-0474
Fax (410) 767-8128

IFTA

Comptroller of Maryland
MATT Regulatory Division
Post Office Box 1751
Annapolis, Maryland 21404
Telephone (410) 260-7215
Fax (410) 974-3129

Oversize Permits

Maryland State Highway Administration
Motor Carrier Division
7491 Connelly Drive
Hanover, Maryland 21076
Telephone (410) 582-5734
Fax 800-945-3416

Contact Information for **MASSACHUSETTS**

International Registration Plan

IRP Section
One Copley Place
Tower One, Third Floor
Boston, Massachusetts 02116

Telephone (617) 351-9320
Fax (617) 351-9399

Operating Authority

Commonwealth of Massachusetts
Department of Public Utilities
Transportation Oversight Division
One South Station - 2 West
Boston, Massachusetts 02110

Telephone (617) 305-3559
Fax (617) 478-2598

IFTA

Department of Revenue
Post Office Box 7027
Boston, Massachusetts 02204

Telephone (617) 887-5080
Fax (617) 887-5089

Oversize Permits

Massachusetts Highway Department
525 Maple Street
Milford, Massachusetts 01752

Telephone (508) 624-4377
Fax

Contact Information for **MICHIGAN**

International Registration Plan

Michigan Department of State
IRP Unit
Secondary Complex
7064 Crowner Drive
Lansing, Michigan 48918-1502
Telephone (517) 322-1097
Fax (517) 322-1058

Operating Authority

Michigan Department of Labor & Economic Growth
6545 Mercantile Way
Post Office Box 30221
Lansing, Michigan 48909
Telephone (517) 241-6030
Fax (517) 241-6031

IFTA

Michigan Department of Treasury
Customer Contact Division - Special taxes
Post Office Box 30474
Lansing Michigan 48909-7974
Telephone (517) 636-4580
Fax (517) 636-4593

Oversize Permits

Department of Transportation
Transportation Permit Unit
7050 W Saginaw Suite 3
Post Office Box 30050
Lansing, Michigan 48909-7550
Telephone (517) 373-2120
Fax (517) 373-4340

Contact Information for **MINNESOTA**

International Registration Plan

Department of Public Safety
IRP Division
Suite 188
Saint Paul, Minnesota 55101

Telephone (651) 205-4141
Fax (651) 215-0027

Operating Authority

Minnesota DOT
Motor Carrier Safety & Compliance
395 John Ireland Blvd
MS 420
St. Paul, MN 55155

Telephone (651) 215-6330
Fax (651) 366-3718

IFTA

Department of Public Safety
Prorate Division
Suite 188
St. Paul, MN 55101

Telephone (651) 205-4141
Fax (651) 215-0027

Oversize Permits

Minnesota DOT
Road & Vehicle Information Services
395 John Ireland Blvd
MS 420
St. Paul, MN 55155

Telephone (651) 296-6000
Fax (615) 251-9677

Contact Information for **MISSISSIPPI**

International Registration Plan

State Tax Commission
IRP Section
Post Office Box 1140
Jackson, Mississippi 39215-1140
Telephone (601) 923-7142
Fax (601) 923-7133

Operating Authority

Mississippi Department of Transportation
412 E. Woodrow Wilson
Jackson, Mississippi 39216
Telephone (601) 359-9740
option 2
Fax (601) 576-1373

IFTA

State Tax Commission
Motor Fuel Tax Section
Post Office Box 1033
Jackson, Mississippi 39215
Telephone (601) 923-7150
Fax (601) 923-7165

Oversize Permits

Mississippi Department of Transportation
Post Office Box 1850
Jackson, Mississippi 39215-1850
Telephone (601) 359-1717 or 1-888-737-0061
Fax (601) 359-5928
(601) 359-1602

Contact Information for **MISSOURI**

International Registration Plan

Motor Carrier Services
Department of Transportation
Post Office Box 893
Jefferson City, Missouri 65102-0893
Telephone (573) 751-7100 or 1-866-831-6277
Fax (573) 751-0916

Operating Authority

Motor Carrier Services
Department of Transportation
Post Office Box 893
Jefferson City, Missouri 65102-0893
Telephone (573) 751-7100 or 1-866-831-6277
Fax (573) 522-6708

IFTA

Motor Carrier Services
Department of Transportation
Post Office Box 893
Jefferson City, Missouri 65102-0893
Telephone (573) 751-7100 or 1-866-831-6277
Fax (573) 751-0916

Oversize Permits

Motor Carrier Services
Department of Transportation
Post Office Box 893
Jefferson City, Missouri 65102-0893
Telephone 800-877-8499 or 1-866-831-6277
Fax (573) 751-7408

Contact Information for **MONTANA**

International Registration Plan

Montana Department of Transportation
Motor Carrier Services Division
Post Office Box 4639
Helena, Montana 59604-4639
Telephone (406) 444-6130
Fax (406) 444-7670

Operating Authority

Department of Transportation
Motor Carrier Services Division
Post Office Box 4639
Helena, Montana 59604-4639
Telephone (406) 444-6130
Fax

IFTA

Department of Transportation
Motor Carrier Services Division
IFTA Registration
Tax Returns - Transportation
Post Office Box 201001
Helena, Montana 59620-1001
Telephone (406) 444-7689
Fax

Oversize Permits

Montana Department of Transportation
Motor Carrier Services Division
Post Office Box 4639
Helena, Montana 59604-4639
Telephone (406) 444-6130
Fax (406) 444-7670

Contact Information for **NEBRASKA**

International Registration Plan

Department of Motor Vehicles
Motor Carrier Services
Post Office Box 94729
Lincoln, Nebraska 68509-4729
Telephone (888) 622-1222
Fax (402) 471-4024

Operating Authority

Household Goods Carriers
Department of Motor Vehicles
Motor Carrier Services
Post Office Box 94729
Lincoln, Nebraska 68509-4729
Telephone (888) 622-1222
Fax (402) 471-4024

IFTA

Department of Motor Vehicles
Motor Carrier Services
Post Office 94729
Lincoln, Nebraska 68509-4729
Telephone (888) 622-1222
Fax (402) 471-4024

Oversize Permits

Nebraska Department of Roads
Permit Section
Post Office Box 94759
Lincoln, Nebraska 68509
Telephone (402) 479-4775
Fax
<http://www2.dor.state.ne.us/permit/>

Contact Information for **NEVADA**

International Registration Plan

Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, Nevada 89711-0625
Telephone (775) 684-4711 Ext. 1
Fax (775) 684-4619

Operating Authority

Nevada Transportation Authority (NTA)
1755 E. Plumb Ln., Suite 216
Reno, Nevada 89502
Telephone (775) 688-2800
Fax

IFTA

Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, Nevada 89711-0625
Telephone (775) 684-4711 Ext 2
Fax (775) 684-4619

Overweight/Overlength Permits

Department of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, Nevada 89711-0625
Telephone (775) 684-4711 Ext. 1
Fax (775) 684-4619

Oversize Permits

Department of Transportation
1263 S. Stewart St., Room 102
Carson City, Nevada 89712
Telephone (775) 888-7410
800-552-2127
Fax (775) 888-7103

Contact Information for **NEW BRUNSWICK**

International Registration Plan

Service New Brunswick
432 Queen St.
Fredericton, New Brunswick E3B 5G4

Telephone (506) 453-2215
Fax (506) 453-3076

Operating Authority

NB Board of Commissioners of Public Utilities
15 Market Square, Suite 1400
Post Office Box 5001
Saint John, New Brunswick E2L 4Y9

Telephone (506) 658-2504
Fax (506) 643-7300

IFTA

Department of Finance
Revenue Division
Centennial Building
Post Office Box 3000
Fredericton, New Brunswick E3B 5G5

Telephone (506) 453-2401 or (506) 453-2404
Fax (506) 444-4937

Oversize Permits

Department of Transportation
Transportation Policy Branch
Special Permit Office
440 Kings Place, Suite 431
Post Office Box 6000
Fredericton, New Brunswick E3B5H1

Telephone (506) 453-2802
Fax (506) 444-4488

Contact Information for **NEWFOUNDLAND & LABRADOR**

International Registration Plan

Motor Registration Division
IRP Office
Department of Government Services
Post Office Box 8710
St. Johns, Newfoundland A1B 4J5
Telephone (709) 729-4921
Fax (709) 729-0102

Operating Authority

National Safety Code Office
Motor Registration Division
Post Office Box 8710
St. Johns, Newfoundland A1B 4J5
Telephone (709) 729-0359
Fax (709) 729-0102

IFTA

Department of Finance Tax Administration
Confederation Building
Prince Phillip Parkway
Post Office Box 8720
St. Johns, Newfoundland A1B 4K1
Telephone (709) 729-2935
Fax (709) 729-2856

Oversize Permits

National Safety Code Office
Motor Registration Division
Post Office Box 8710
St. Johns, Newfoundland A1B 4J5
Telephone (709) 729-0359
Fax (709) 729-0102

Contact Information for **NEW HAMPSHIRE**

International Registration Plan

Department of Safety
Division of Motor Vehicles
23 Hazen Drive
Concord, New Hampshire 03305

Telephone (603) 271-2196
Fax (603) 271-1189

Operating Authority

Department of Safety
Bureau of Common Carriers
33 Hazen Drive
Concord, New Hampshire 03305

Telephone (603) 271-2447
Fax

IFTA

Department of Safety
Road Toll Bureau
33 Hazen Drive
Concord, New Hampshire 03305

Telephone (603) 271-2311
Fax

Oversize Permits

Department of Transportation
Overweight and Oversize Permits
7 Hazen Drive
PO Box 483
Concord, New Hampshire 03301

Telephone (603) 271-2691
Fax (603) 271-5990

Contact Information for **NEW JERSEY**

International Registration Plan

Motor Vehicle Commission
Motor Carrier Services
IRP Unit
225 E. State Street
Post Office Box 178
Trenton, New Jersey 08666-0178
Telephone (609) 633-9399
Fax (609) 633-9394

Operating Authority

Not Required

IFTA

Motor Vehicle Commission
Motor Carrier Services
IFTA Unit
225 E. State Street
Post Office Box 133
Trenton, New Jersey 08666-0133
Telephone (609) 633-9400
Fax (609) 633-9393

Oversize Permits

Motor Vehicle Commission
Motor Carrier Services
Permit Unit
225 E. State Street
Post Office Box 133
Trenton, New Jersey 08666-0133
Telephone (609) 633-9400
Fax (609) 943-5214

Contact Information for **NEW MEXICO**

International Registration Plan

Commercial Vehicle Bureau
Motor Vehicle Division
2544 Camino Edward Ortiz., Ste C
Sante Fe, New Mexico 87507

Telephone (505) 827-0392
Fax (505) 476-1570

Operating Authority

Transportation Division
NM Public Regulation Commission
Room 409
Post Office Drawer 1269
Sante Fe, New Mexico 87504-1269

Telephone (505) 827-4519
Fax (505) 827-4023

IFTA

Commercial Vehicle Bureau
Motor Vehicle Division
Post Office Box 1028
Sante Fe, New Mexico 87504-1028

Telephone (505) 476-1552
Fax (505) 476-1570

Oversize Permits

Motor Transportation Division
Oversize and Overweight Permits
1100 S. Saint Francis Drive
Room 3064
Sante Fe, New Mexico 87501

Telephone (505) 827-0376
Fax

Contact Information for **NEW YORK**

International Registration Plan

International Registration Plan
Post Office Box 2850-ESP
Albany, New York 12220-0850

Telephone (518) 473-5834
Fax (518) 486-6579

Operating Authority

New York State Department of Transportation
Single State Registration
50 Wolf Rd.
Post Office Box 53
Albany, New York 12232
Telephone (518) 457-1017
Fax (518) 485-1293

IFTA

State Department of Taxation & Finance
Registration Section
State Office Campus
Bldg. 8, IFTA Registration
Albany, New York 12227
Telephone 1-800-972-1233
Fax (518) 435-2963

Oversize Permits

New York State Department of Transportation
Oversize/Overweight
50 Wolf Rd., 1st Floor
Albany, New York 12232-0455
Telephone (518) 485-2999
Fax (518) 457-0367

Contact Information for **NORTH DAKOTA**

International Registration Plan

Department of Transportation
Motor Vehicle Department
608 E Boulevard Ave
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725
Fax (701) 328-3500

Operating Authority

Department of Transportation
Motor Vehicle Department
608 E Boulevard Ave
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725
Fax (701) 328-3500

IFTA

Department of Transportation
Motor Vehicle Department
608 E Boulevard Ave
Bismarck, North Dakota 58505-0780

Telephone (701) 328-2725
Fax (701) 328-3500

Oversize Permits

North Dakota Highway Patrol
Commissioner Motor Carrier Division
600 E Boulevard Ave
Department 504
Bismarck, North Dakota 58505-6240

Telephone (701) 328-2621
Fax (701) 328-1642

Contact Information for **NOVIA SCOTIA**

International Registration Plan

Service Nova Scotia & Municipal Relations
1505 Barrington Street
8th Floor Maritime Centre
Post Office Box 2734
Halifax, Nova Scotia B3J 3P7
Telephone (902) 424-3912
Fax (902) 424-2633

Operating Authority

Information Not Available

IFTA

Service Nova Scotia & Municipal Relations
Business Registration Unit
Post Office Box 755
Halifax, Nova Scotia B3J 2V5
Telephone (902) 424-2850
Fax (902) 424-0602

Oversize Permits

Information Not Available

Contact Information for **OHIO**

International Registration Plan

Bureau of Motor Vehicles
1970 W Broad St
Columbus, Ohio 43223

Telephone (614) 752-7587
Fax (614) 752-7972

Operating Authority

Public Utility Commission of Ohio
Motor Carrier Regulatory Division
180 E Broad St
Columbus, Ohio 43266-0573

Telephone (614) 466-3392
Fax

IFTA

Ohio Department of Taxation
IFTA
Post Office Box 530
Columbus, Ohio 43216-0530

Telephone (614) 466-3410
Fax (614) 644-2816

Oversize Permits

Ohio Department of Transportation
Special Hauling Permit Section
1610 W Broad St
Columbus, Ohio 43223

Telephone (614) 351-2300
Fax (614) 728-4099

Website: www.dot.state.oh.us/permits/

Contact Information for **OKLAHOMA**

International Registration Plan

Oklahoma Corporation Commission
Transportation Division-IFTA/IRP
PO Box 52948
Oklahoma City, Oklahoma 73152-2948

Telephone (405) 521-3036
Fax (405) 525-2906

Operating Authority

Corporation Commission
Jim Thorpe Office Bldg
2101 N Lincoln Blvd
Oklahoma City, Oklahoma 73105

Telephone (405) 521-2251
(405) 521-2252
(405) 521-2253
Fax (405) 521-2916

IFTA

Oklahoma Corporation Commission
Transportation Division-IFTA/IRP
PO Box 52948
Oklahoma City, Oklahoma 73152-2948

Telephone (405) 521-3036
Fax (405) 525-2906

Oversize Permits

Size & Weight Division
Department of Public Safety
3600 N. ML King Ave.
PO Box 11415
Oklahoma City, Oklahoma 73111

Telephone (877) 425-2390
Fax

Contact Information for **ONTARIO**

International Registration Plan

Ministry of Transportation
IRP Program Office
1201 Wilson Avenue
Lower Level, Room 034
Building A
Downsview, Ontario M3M 1J8

Telephone (416) 235-3923
Fax (416) 235-3924

Commercial Vehicle Operators Registration

Ministry of Transportation
Carrier Safety and Enforcement Branch
301 St. Paul Street
3rd Floor, Garden City Tower
St. Catharines, Ontario L2R 7R4

Telephone (416) 246-7166
Fax (905) 704-2525

IFTA

Ministry of Finance
Motor Fuels and Tobacco Tax Branch
33 King Street West
Post Office Box 620
Oshawa, Ontario L1H 8H9

Telephone 1-800-263-7775
Fax (905) 436-4511

Oversize Permits

Ministry of Transportation
Carrier Safety and Enforcement Branch
301 St. Paul Street
3rd Floor, Garden City Tower
St. Catharines, Ontario L2R 7R4

Telephone (416) 246-7166
Fax (905) 704-2545

Contact Information for **OREGON**

International Registration Plan

Department of Transportation
Motor Carrier Transportation Division
550 Capitol St NE
Salem, Oregon 97301-2530
Telephone (503) 378-6643
Fax (503) 378-5765

Operating Authority

Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol St NE
Salem, Oregon 97301-2530

Telephone (503) 378-6699

IFTA

Department of Transportation
Motor Carrier Transportation Division
550 Capitol St NE
Salem, Oregon 97301-2530
Telephone (503) 373-1634
Fax (503) 378-8815

Oversize Permits

Department of Transportation
OverDimensional Permit Unit
550 Capitol St NE
Salem, Oregon 97301-2530
Telephone (503) 378-0000
Fax (503) 378-2873

Weight Mile Tax Permits

Department of Transportation
Motor Carrier Transportation Division
550 Capitol St NE
Salem, Oregon 97301-2530
Telephone (503) 378-6699
Fax (503) 378-6880
<http://www.oregontruckingonline.com/>

Contact Information for **PENNSYLVANIA**

International Registration Plan

Department of Transportation
Commercial Registration Section
1101 S. Front Street - 1st Floor
Harrisburg, Pennsylvania 17104

Telephone (717) 346-0608
Fax (717) 783-6349

Operating Authority

Public Utility Commission
PO Box 3265
Harrisburg, Pennsylvania 17105-3265
Telephone (717) 772-2254
Fax (717) 787-3114
www.puc.state.pa.us

IFTA

Department of Revenue
Bureau of Motor Fuel Tax
Dept. 280646
Harrisburg, Pennsylvania 17128-0646
Telephone 1-800-482-4382
Fax N/A

Oversize Permits

Pennsylvania Bureau of Maintenance and Operations
Central Permit Office
Post Office Box 2671
Harrisburg, Pennsylvania 17105
Telephone (717) 787-4680
Fax (717) 787-9890

Contact Information for **PRINCE EDWARD ISLAND**

International Registration Plan

Highway Safety Division-IRP Section
Department of Transportation & Public Works
33 Riverside Drive
Post Office Box 2000
Charlottetown, Prince Edward Island C1A 7N8
Telephone (902) 368-5202 or (902) 368-5201
Fax (902) 368-6269

Operating Authority

Not Required

IFTA

Taxation/Property Records Division
Department of Provincial Treasury
Post Office Box 1330
Charlottetown, Prince Edward Island C1A 7N1
Telephone (902) 368-4148
Fax (902) 368-6164

Oversize Permits

Highway Safety Division
Department of Transportation & Public Works
33 Riverside Drive
Post Office Box 2000
Charlottetown, Prince Edward Island C1A 7N8
Telephone (902) 437-8534
Fax (902) 368-5236

Contact Information for **QUEBEC**

International Registration Plan

Societe de l'assurance Automobile du Quebec
333 Boulevard Jean-Lesage Local C-3-33
Quebec City, Quebec G1K 8J6

Telephone (418) 528-4343
Fax (418) 646-5677

Operating Authority

Commission des transport DU Quebec
200, chemin Sainte-Foy, 7e etage
7ieme etage
Quebec, QC G1R5V5

Telephone 1-888-461-2433
Fax (418) 644-8034

IFTA

Revenue Quebec
IFTA Center
3800 Marly Street, Sector 3-2-7
Ste-Foy, Quebec G1X 4A5

Telephone (418) 652-4382
Fax (418) 577-5299 or (866) 686-7820

Oversize Permits

Ministry of Transportation
Gouvernement of Quebec
700 Rene-Levesque Blvd
27th Floor
Quebec City, Quebec G1R 5H1

Telephone (418) 643-5586 and 1-888-355-0511
Fax (418) 643-1269

Contact Information for **RHODE ISLAND**

International Registration Plan

Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, Rhode Island 02860
Telephone (401) 728-6692
Fax (401) 728-6963

Operating Authority

Public Utility Commission
Division of Public Utilities & Carriers
89 Jefferson Blvd.
Warwick, Rhode Island 02888
Telephone (401) 941-4500 Ext. 149
Fax (401) 941-9161

IFTA

Department of Administration
Division of Taxation
Excise Tax Section
One Capitol Hill
Providence, Rhode Island 02908-5800
Telephone (401) 574-8955 - menu selection #3
Fax

Oversize Permits

Rhode Island Division of Motor Vehicles
Fleet Services
100 Main Street
Pawtucket, Rhode Island 02860
Telephone (401) 462-5745
Fax

Contact Information for **SASKATCHEWAN**

International Registration Plan

Saskatchewan Government Insurance
Branch & IRP Issuing
Motor Vehicle Division
2260 11th Avenue 1st Floor
Regina, Saskatchewan S4P 2N7
Telephone (306) 751-1251
Fax (306) 359-0867

Operating Authority

Highway Traffic Board Support Services
SGI
1550 Saskatchewan Drive
Regina, Saskatchewan S4P 0E4
Telephone (306) 775-6672
Fax (306) 775-6618

IFTA

Saskatchewan Finance-Revenue Division
Fuel Tax
2350 Albert Street
Regina, Saskatchewan S4P 4A6
Telephone (306) 787-7749
Fax (306) 787-0241

Oversize Permit

Saskatchewan Government Insurance Permit Office
2260 11th Avenue 3rd Floor
Regina, Saskatchewan S4P 2N7
Telephone (306) 775-6969
Fax (306) 775-6909

NCS

Carrier Audit
2260 11th Ave., 4th floor
Regina, Saskatchewan S4P 2N7
Telephone (306) 775-6672
Fax (306) 775-6618

Contact Information for **SOUTH CAROLINA**

International Registration Plan

Department of Motor Vehicle
Motor Carrier Services
Post Office Box 1498
Blythewood, South Carolina 29016-0027

Telephone (803) 896-3870
Fax (803) 896-2698

Operating Authority

Department of Motor Vehicle
Motor Carrier Services
Post Office Box 1498
Blythewood, South Carolina 29016-0060

Telephone (803) 896-2684
Fax (803) 896-2698

IFTA

Department of Motor Vehicle
Motor Carrier Services
Post Office Box 1498
Blythewood, South Carolina 29016-0027

Telephone (803) 896-3870
Fax (803) 896-2698

Oversize Permits

Department of Transportation
Oversize Permits
1412 Shop Road
Columbia, South Carolina 29201

Telephone (803) 253-6250
Fax (803) 343-0700

Contact Information for **SOUTH DAKOTA**

International Registration Plan

Department of Revenue & Regulation
Prorate & Commercial Licensing
445 E Capitol Ave
Pierre, South Dakota 57501-3185
Telephone (605) 773-3314
Fax (605) 773-8416

Operating Authority

Information Not Available

IFTA

Department of Revenue & Regulation
Division of Motor Vehicles IFTA
445 E Capital Ave
Pierre, South Dakota 57501-3185
Telephone (605) 773-5335
Fax (605) 773-4117

Oversize Permits

South Dakota Sisseton Port of Entry
Permit Center
Sisseton, South Dakota 57262
Telephone (605) 698-3925
Fax

Contact Information for **TENNESSEE**

International Registration Plan

Department of Safety
1148 Foster Ave
Nashville, Tennessee 37210

Telephone (615) 687-2260
Fax (615) 532-7015

Operating Authority

Department of Safety
Motor Carrier Authority Section
1148 Foster Ave
Nashville, Tennessee 37210

Telephone (615) 687-2285
Fax (615) 253-2283

IFTA

Department of Safety
IFTA Unit
1148 Foster Ave
Nashville, Tennessee 37210

Telephone (615) 687-2274
Fax (615) 253-2283

Oversize Permits

Tennessee Department of Transportation
Overweight & Overdimensional Permit Office
300 James K Polk Bldg
5th Deaderick St
Nashville, Tennessee 37243-0331

Telephone (615) 741-3821 or (615) 741-1159
Fax (615) 256-5894

Contact Information for **TEXAS**

International Registration Plan

Texas Department of Transportation
Vehicle Titles & Registration Division
Special Registration Branch
Post Office Box 26440
Austin, Texas 78755-0440

Telephone (512) 374-5250, Ext. 6
Fax (512) 374-5265

Operating Authority

Texas Department of Transportation
Motor Carrier Division - BC
125 E. 11th Street
Austin, Texas 78701

Telephone (800) 299-1700
Fax

IFTA

Comptroller of Public Accounts
Motor Fuel Tax Division
Post Office Box 13528
Austin, Texas 78711

Telephone (800) 252-5555 - option 3
Fax

Oversize Permits

Texas Department of Transportation
Motor Carrier Division
125 E 11th Street
Austin, Texas 78701

Telephone (512) 465-3584
Toll Free 1-800-299-1700 - option 1,5,1
Fax (512) 465-3565

Contact Information for **UTAH**

International Registration Plan

State Tax Commission
210 North 1950 West
Salt Lake City, Utah 84134-8040
Telephone (801) 297-6800 or 1-888-251-9555
Fax (801) 297-6899

Operating Authority

Department of Transportation
Single State Registration
4501 South 2700 West
Salt Lake City, Utah 84119
Telephone (801) 965-4508
Fax (801) 965-4399

IFTA

State Tax Commission
IFTA Fuel Tax Permits
210 North 1950 West
Salt Lake City, Utah 84119
Telephone (801) 297-7705
Fax (801) 297-7699

Oversize Permits

Department of Transportation
4501 South 2700 West
Salt Lake City, Utah 84119
Telephone (801) 965-4508
Fax (801) 965-4399

Contact Information for VERMONT

International Registration Plan

Agency of Transportation
Department of Motor Vehicles
120 State St
Montpelier, Vermont 05603-5001

Telephone (802) 828-2071
Fax (802) 828-3577

Operating Authority

Agency of Transportation
Department of Motor Vehicles
120 State St
Montpelier, Vermont 05603-5001

Telephone (802) 828-2071
Fax (802) 828-3577

IFTA

Agency of Transportation
Department of Motor Vehicles
120 State St
Montpelier, Vermont 05603-5001

Telephone (802) 828-2070
Fax (802) 828-3577

Oversize Permits

Agency of Transportation
Department of Motor Vehicles
120 State St
Montpelier, Vermont 05603-2064

Telephone (802) 828-2064
Fax (802) 828-5418

Contact Information for **VIRGINIA**

International Registration Plan

DMV/IRP Unit
Motor Carrier Services
Post Office Box 27412
Richmond, Virginia 23269
Telephone (866) 878-2582
Fax

Operating Authority

DMV
Motor Carrier Services
Post Office Box 27412
Richmond, Virginia 23269-0001
Telephone (866) 878-2582
Fax

IFTA

DMV
Motor Carrier Services
Post Office Box 27412
Richmond, Virginia 23269-0001
Telephone (866) 878-2582
Fax

Oversize Permits

Department of Highways & Transportation
1221 E Broad St
Richmond, Virginia 23219
Telephone (804) 786-2787
Fax

Contact Information for **WASHINGTON**

International Registration Plan

Department of Licensing
Motor Carrier IRP Unit
Post Office Box 9036
Olympia, Washington 98507-9036
Telephone (360) 664-1858
Fax (360) 586-5905 or (360) 570-7829

Operating Authority

Utilities & Transportation Commission
Chandler Plaza Building
1300 South Evergreen Park Drive SW
Post Office Box 47250
Olympia, Washington 98504-7250
Telephone (360) 664-1222
Fax (360) 586-1181

IFTA

Department of Licensing
Motor Carrier IFTA Unit
Fuel Tax Services
Post Office Box 9228
Olympia, Washington 98507-9228
Telephone (360) 664-1868
Fax (360) 586-5905 or (360) 570-7839

Oversize Permits

Department of Transportation
Commercial Vehicle Services
7345 Linderson Way SW
Post Office Box 43767
Olympia, Washington 98504-7367
Telephone (360) 704-6340
Fax (360) 704-6350
www.wsdot.wa.gov/commercialvehicle

Contact Information for **WEST VIRGINIA**

International Registration Plan

Division of Motor Vehicles
IRP Section
1606 Washington St East
Post Office Box 174
Charleston, West Virginia 25321-0174
Telephone (304) 558-3629
Fax (304) 558-3735

Operating Authority

Public Service Commission
Motor Carrier Division
201 Brooks St
Charleston, West Virginia 25323
Telephone (304) 340-0417
(304) 340-0419
Fax

IFTA

WV State Tax Department
Fuel Tax Administration Unit/IFTA
5707 MacCorkle Ave. SE
Post Office Box 17900
Charleston, West Virginia 25317
Telephone 1-800-542-1902 or (304) 558-1951
Fax (304) 558-1989

Oversize Permits

Department of Highways
Permit Section
1116 Quarrier
Charleston, West Virginia 25301
Telephone (304) 340-0812
Fax

Contact Information for **WISCONSIN**

International Registration Plan

Department of Transportation
Motor Carrier Registration
IRP Unit
Post Office Box 7955
Madison, Wisconsin 53707-7911
Telephone (608) 266-9900
Fax

Operating Authority

Department of Transportation
Authority Unit
Post Office Box 7967
Madison, Wisconsin 53707
Telephone (608) 266-1356
Fax

IFTA

Department of Transportation
Motor Carrier Registration
Fuel Tax Unit
Post Office Box 7979
Madison, Wisconsin 53707-7979
Telephone (608) 267-4382
Fax

Oversize Permits

Department of Transportation
Oversize Overweight Permits Unit
Post Office Box 7980
Madison, Wisconsin 53707-7980
Telephone (608) 266-7320
Fax

Contact Information for **WYOMING**

International Registration Plan

Department of Transportation
MV Licensing & Titling/IRP
5300 Bishop Blvd.
Cheyenne, Wyoming 82009
Telephone (307) 777-4829
Fax (307) 777-4772

Operating Authority

Regulatory Section
Department of Transportation
5300 Bishop Blvd
Cheyenne, Wyoming 82009
Telephone (307) 777-4850
Fax (307) 777-4772

IFTA

Department of Transportation
Motor Vehicle Services/IFTA
5300 Bishop Blvd
Cheyenne, Wyoming 82009
Telephone (307) 777-4827
Fax (307) 777-4772

Oversize Permits

Department of Transportation
5300 Bishop Blvd
Cheyenne, Wyoming 82009
Telephone (307) 777-4376
Fax

GENERAL INFORMATION FOR APPORTIONED REGISTRATION

Under the International Registration Plan, North Carolina registrants operating apportionable vehicles into or through one or more member jurisdiction shall file each year with the North Carolina Division of Motor Vehicles a uniform application for each apportionable fleet. All applicants for apportioned registration shall, make application in such manner on forms as the Commissioner shall furnish. A complete vehicle description of power units, and other information as required, shall be listed on each application. If fleet(s) of apportioned vehicles operate in certain jurisdictions, the applicant shall list auxiliary axles in addition to the power units.

INSURANCE REQUIREMENTS

Each Motor Carrier regulated by the Federal Highway Administration (FHWA) must have a Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance (Form BMC91) on file with the Division of Motor Vehicles, before an apportioned license can be purchased.

Each For Hire Interstate Motor Carrier must have a Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance (Form E) on file with the Division of Motor Vehicles, before an apportioned license can be purchased.

Proper limits of insurance coverage must be in force at all times. Cancellation of liability insurance requires surrender of license plate or proof of continuous coverage. Note: Any applicant making a false certification is guilty of a misdemeanor.

IT IS THE RESPONSIBILITY OF ANY REGISTRANT TO NOTIFY THE DIVISION OF MOTOR VEHICLES OF ANY CHANGE IN THEIR LIABILITY INSURANCE COVERAGE.

The following is a schedule of limits as required for interstate operations:

SCHEDULE OF LIMITS FOR INTERSTATE OPERATIONS Public Liability		
TYPE OF CARRIAGE	COMMODITY TRANSPORTED	JAN. 1, 1985
(1) For-Hire (In interstate or foreign commerce).	Property (nonhazardous) and household goods.	\$ 750,000
(2) For-Hire and Private (In interstate, foreign, or intrastate commerce).	Hazardous substances, as defined in 49 Code of Federal Regulations 171.8, transported in cargo tank, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Class A or B explosives, poison gas (Poison A), liquefied compressed gas or compressed gas; or highway route controlled quantity materials as defined in 49 Code of Federal Regulations 173.403.	5,000,000
(3) For-Hire and Private (In interstate or foreign commerce: in any quantity) or (In intrastate commerce: in bulk only).	Oil listed in 49 Code of Federal Regulations 172.101; hazardous waste, hazardous materials and hazardous substances defined in 49 Code of Federal Regulations 171.8 and listed in 49 Code of Federal Regulations 172.101, but not mentioned in (2) above or (4) below.	1,000,000
(4) For-Hire and Private (In interstate or foreign commerce).	Any quantity of Class A or B explosives; any quantity of poison gas (Poison A); or highway route controlled quantity radioactive materials as defined in 49 Code of Federal Regulations 173.403.	5,000,000
NOTE: The type of carriage listed under numbers (1), (2), and (3) apply to vehicles with a gross vehicle weight rating of 10,000 pounds or more. The type of carriage listed under number (4) applies to all vehicles with a gross vehicle weight rating of less than 10,000 pounds.		

PASSENGER CARRIERS Kind of Equipment	
VEHICLE SEATING CAPACITY	EFFECTIVE DATE Nov. 19,1985
(1) Any vehicle with a seating capacity of 16 passengers or more	\$5,000,000
(2) Any vehicle with a seating capacity of 15 passengers or less	1,500,000

Internet Renewal Applications

You may process your IRP Renewal application via the Internet by accessing the DMV website at: <http://www.ncdot.org/dmv/>. Once you have entered the DMV website, click on TranExpresSystems to view the services offered by DMV. Before choosing an application to renew, you may click on the "Test Drive Our Online Demos" button to view the different screens within each renewal process. The button labeled "Important IRP Information" also contains pertinent information that you need to know prior to starting your renewal process. If you wish to renew your International Registration Plan (IRP) you must complete an Access Setup within each application the first time you enter the application. Once the Access Setup has been completed, you do not have to complete this again and you will login with your email address and password from then on. The internet renewal process will be stopped if you have not updated Form MCS-150 identifying the motor carrier responsible for safety. This form requires a yearly update, as well as anytime the motor carrier responsible for safety changes. You may complete online at www.safer.fmcsa.dot.gov.

First Time User/Initial Access Setup

When renewing the IRP, via the Internet for the first time, you must click on the "First Time User/Initial Access Setup" located on the Login Screen to complete your Access Setup for this application. You will be mailed a letter with all pertinent access information listed on it that you will use in order to complete your Access Setup for each application. If you have used the Internet in the past and have already completed the Access Setup, you may go directly to the Login Screen and enter your email address and password to begin whatever renewal application you have chosen.

International Registration Plan (IRP) Internet Renewal

With the **Staggered** Registration program, you will be able to complete an "early" renewal, which means you can renew up to 60 days prior to your expiration date.

Prior to beginning the IRP Internet Renewal process, you must fax your Form 2290, Heavy Vehicle Use Tax for any vehicles to be renewed with a gross vehicle weight of 55,000 lbs. or more to the Raleigh IRP Office at (919) 715-9129. Please be sure to note your IRP account number on the fax so that we may update the proper account. If you want to complete and pay your IRP Renewal via the Internet, Electronic Funds Transfer (EFT) is the only payment option allowed. If you choose to pay by EFT, you will only have the option to pick-up your credentials at the Raleigh IRP office or have them mailed to you. **You will no longer be able to print at your location or pick-up credentials in the Charlotte IRP office if payment is made by EFT. This change is required for our Staggered Registration program because of issuing stickers to your apportioned license plates.** You also have the option to pay by check by bringing or mailing your payment to the Charlotte or Raleigh IRP offices once you have completed your IRP Internet renewal process. **If you elect to pay your fees by Electronic Funds Transfer, you must also fax a copy of a Voided Check or Savings Deposit Slip to the Raleigh IRP Office at (919) 715-9129 prior to beginning renewal process so that your Bank Account numbers can be posted to the proper IRP account. Be sure to note your IRP Account number on the fax so that we may update the proper account.**

If you had a Bank Draft on your IRP Account last year and have the same bank information, you will be given the option to process a Bank Draft again as long as your North Carolina fees equal \$400.00 or more. If you did not have a Bank Draft last year, you will not be able to process your application via the Internet and setup a Bank Draft.

Once you have entered the IRP Internet Renewal, please read the "Welcome to IRP" page for more general information regarding the IRP Internet Renewal process.

PROPERTY TAX STOP

General Statute 105-330, adopted by the North Carolina General Assembly in 1991, allows the renewal of a license plate to serve as a property tax listing for motor vehicles. **The Statute allows the Division to refuse to renew a vehicle license plate when a stop has been placed on the vehicle registration file showing property tax has not been paid in accordance with the new provisions.** Effective date of the Statute is January 1, 1993. **To ensure that all property tax stops are cleared, when renewing your apportioned license plates bring a copy of your tax receipt (MAV-2) from the County Tax Assessors Office.**

TRAILER APPORTIONMENT

If you desire to apportion trailers, you may include trailers in your IRP fleet. The cost of an apportion trailer plate is \$19.00 with no additional jurisdictional fees due.

PRISM - Performance and Registration Information Systems Management

The Performance and Registration Information Systems Management (PRISM) is a system where at risk carriers are identified and targeted for inspection, self-improvement and the suspension and/or revocation of registration credentials. The PRISM project began as a program mandated by Congress to explore the potential of linking the commercial vehicle registration process to motor carrier safety. The intent is to link the motor carrier safety information network system of the U.S. Department of Transportation and similar state systems with the motor vehicle registration and licensing systems of the states.

The two main purposes of PRISM is to:

1. Determine the safety fitness of the motor carrier prior to issuing license plates.
2. Cause the carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

Through the PRISM Project, the identification of the carrier responsible for the safe operation of the vehicle(s) being registered has produced a major safety benefit. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

The International Registration Plan (IRP) commercial vehicle registration process ensures that no vehicle is licensed without identifying the carrier responsible for the safety of the vehicle during the registration year and the registration sanctions (denial, suspension and revocation) provide powerful incentives for unsafe carriers to improve their safety performance. The vehicle registration process ensures that all carriers engaged in interstate commerce are identified through a USDOT number when they register their vehicles. The safety fitness of each carrier can then be checked prior to issuing vehicle registrations. Carriers may be classified as "unfit carriers" (as defined by federal procedures) and the ability to register their vehicles will be denied. In addition to the USDOT number, all registrants must provide a Taxpayer Identification Number (TIN) when completing an IRP application in order to validate the USDOT Number. A TIN may be the registrant's Federal Employer Identification Number (FEIN) or Social Security Number (SSN). The number that is required, is the number (either FEIN or SSN) that was used when applying for the USDOT number. **A USDOT Number and TIN (Taxpayer Identification Number) will be required in order to renew your apportioned license.**

The **USDOT NUMBER** is assigned by the US Department of Transportation to the registrant. It is mandatory that all registrants have a USDOT Number and you must provide this information to the International Registration Plan office.

If you do not have a USDOT Number, you may apply online at the following: www.safer.fmcsa.dot.gov. You will need a credit card to apply online. There is no charge to obtain a USDOT Number. The credit card will be used for validation only.

You can obtain the MCS-150 form from our office at 919-861-3720 or the Federal Motor Carrier Safety Administration (FMCSA) in North Carolina. Please send the completed form to the IRP office in North Carolina. We have enclosed a blank MCS-150 for your use on page **75**.

If you have been issued a USDOT Number but are uncertain of the number, you can call the IRP office at 919-861-3720 or the federal office at 800-832-5660. If calling the federal number, press "1" twice for USDOT Number information.

Instructions for Completing the Motor Carrier Identification Information (MCS-150)

1. Enter the legal name of the business entity (i.e., corporation, partnership, or individual) that owns/controls the motor carrier/shipper operation.
2. If the business entity is operating under a name other than that in Block 1, (i.e., "trade name") enter that name; otherwise, leave blank.
3. Enter the principal place of business street address where safety records are kept.
4. Enter mailing address if different from the physical address; otherwise leave blank. Also applies to #8, #9, #10 and #13.
5. Enter the city where the principal place of business is located.

USDOT# (Vehicle Level)

A USDOT # must be listed for every vehicle in your IRP fleet. The USDOT # that needs to be listed at the vehicle level is the number of the individual or company responsible for the safe operation of the vehicle.

If the registrant is the interstate motor carrier who will be responsible for the safe operation of the vehicle, please enter the USDOT # of the registrant in the USDOT# field. If you have multiple vehicles using the same USDOT #, record the number in the first USDOT # field for the first vehicle. Then record "same" in the second vehicle's USDOT # field and any subsequent vehicle fields. If there are numbers listed on your renewal and they are correct, no changes are needed.

If the registrant is renting or leasing a vehicle to an interstate motor carrier who will be responsible for the safe operation of this vehicle, please provide the USDOT # according to the following:

Short-term lease - If the vehicle will be rented or leased for 29 days or less to a motor carrier, please provide the registrant's USDOT Number for this vehicle.

Long-term lease - If the vehicle will be leased for more than 30 days to an interstate motor carrier, please provide the USDOT # for the motor carrier responsible for the safety of this vehicle.

If you are a new carrier, please submit a copy of an updated MCS-150 form. Please indicate any changes on the Motor Carrier Identification Report.

If you or your company is responsible for the vehicle's safety, this USDOT Number must be displayed in accordance with FMCSA guidelines.

The following scenarios will help to explain the USDOT# requirements:

Scenario # 1

AAA Construction Company maintains an IRP account. AAA Construction Company registers all of its trucks. AAA Construction Company does not lease any equipment. On the IRP-E and/or the REN-E, the USDOT Number of AAA Construction Company is used in all places on the form where a USDOT Number is required. The carrier responsible for safety will **NOT** change during the registration year.

Scenario # 2

Mr. Joe Driver maintains an IRP account. Joe is an owner operator who registers his own truck. Joe continually trip leases to different motor carriers throughout the registration year. Joe has no idea to whom he will be leased from day to day. Joe has his own operating authority and his own USDOT Number. On the IRP-E and/or REN-E, Joe Driver's USDOT Number is used in all places on the form where a USDOT Number is required. The carrier responsible for safety will change continuously during the registration year.

Scenario # 3

Big Truck Leasing Company maintains an IRP account and registers four trucks. One truck is long-term leased to XYZ Trucking, and one truck is long-term leased to ABC Express Trucking. The lease with ABC Express Trucking will expire in six months. The third truck is continually trip leased to various customers throughout the registration year and the fourth truck is operated under Big Truck Leasing Company's authority.

On the IRP-E and/or REN-E at the vehicle level, the first truck will have the USDOT Number of XYZ Trucking listed, the second truck will have the USDOT Number of ABC Express Trucking, the third and fourth will have the number for Big Truck Leasing. The carrier responsible for safety will change for the second (the lease will expire) and the third trucks (continuously trip leased.)

Scenario # 4

John Driver maintains an IRP account. John is an owner-operator who registers one truck. He leases the vehicle from Ryder and is long-termed leased to XYZ Trucking. On the IRP-E and/or REN-E at the vehicle level, the USDOT Number for XYZ Trucking is used and the carrier responsible for safety will **NOT** change during the registration year. Joe's number is used at the registrant level.

NOTE: The Number for Ryder is not used anywhere on the form in this situation.

OMB No. 2126-0013 Expiration Date: 03/31/2011



A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0013. Public reporting for this collection of information is estimated to be approximately 20 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory, and will be provided confidentially to the extent allowed by the Freedom of Information Act (FOIA). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RRA, 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

U.S. Department of Transportation Federal Motor Carrier Safety Administration		<h2 style="margin:0;">Motor Carrier Identification Report</h2> <p style="margin:0;">(Application for USDOT Number)</p>																																																																																																																																																																																																																							
REASON FOR FILING (Mark only one) <input type="radio"/> NEW APPLICATION <input type="radio"/> BIENNIAL UPDATE OR CHANGES <input type="radio"/> OUT OF BUSINESS NOTIFICATION <input type="radio"/> REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)																																																																																																																																																																																																																									
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22. COMPANY OPERATION (Mark all that apply) <input type="checkbox"/> Interstate Carrier <input type="checkbox"/> Intrastate Hazmat Carrier <input type="checkbox"/> Intrastate Non-Hazmat Carrier <input type="checkbox"/> Interstate Hazmat Shipper <input type="checkbox"/> Intrastate Hazmat Shipper <input type="checkbox"/> Vehicle Registrant Only																																																																																																																																																																																																																									
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26. NUMBER OF VEHICLES THAT WILL BE OPERATED IN THE U.S.																																																																																																																																																																																																																									
	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)																																																																																																																																																																																																																		
							School Bus		Mini-bus	Passenger Van	Limousine																																																																																																																																																																																																														
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+																																																																																																																																																																																																										
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27. DRIVER INFORMATION			INTERSTATE		INTRASTATE		TOTAL DRIVERS		TOTAL CDL DRIVERS																																																																																																																																																																																																																
Within 100-Mile Radius																																																																																																																																																																																																																									
Beyond 100-Mile Radius																																																																																																																																																																																																																									
28. IS YOUR USDOT NUMBER REGISTRATION CURRENTLY REVOKED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION? <input type="radio"/> Yes <input type="radio"/> No If Yes, enter your USDOT Number. _____																																																																																																																																																																																																																									
29. PLEASE ENTER NAME(S) OF SOLE PROPRIETOR(S), OFFICERS OR PARTNERS AND TITLES (e.g. president, treasurer, general partner, limited partner) 1. _____ 2. _____																																																																																																																																																																																																																									
30. CERTIFICATION STATEMENT (to be completed by authorized official) I, _____ certify that I am familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete. Signature _____ Date _____ Title _____ (Please print)																																																																																																																																																																																																																									



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**NC DIVISION OF MOTOR VEHICLES
INTERNATIONAL REGISTRATION PLAN
1425 ROCK QUARRY RD STE 100
RALEIGH NC 27610-4100**



FOLD HERE AND TAPE SHUT FOR MAILING

OMB No. 2126-0013

NOTICE

This collection of information is mandatory and is required by 49 CFR Part 385 and authorized by 49 U.S.C. 504 (1982& Supp. III 1985). The Form MCS-150, Motor Carrier Identification Report, must be filed by all motor carriers operating in interstate or foreign commerce. A new motor carrier must file Form MCS-150 before beginning operations. Exception: A motor carrier that has received notification of a safety rating from the Federal Motor Carrier Safety Administration (FMCSA) need not file the report. If you are a Hazardous materials shipper, but not a motor carrier, you are not required to file this report. This information will be used to identify motor carriers subject to the Federal Motor Carrier Safety and Hazardous Materials Regulations. Carriers may voluntarily update information using this report.

Public reporting for this collection of information is estimated to be 20 minutes per response, including the time for reviewing instructions and completing and reviewing the collection of information. All responses to this collection of information are voluntary, and will be provided confidentiality to the extent allowed by law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The valid OMB Control Number for this information collection is 2126-0013. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-MBI, U.S. Department of Transportation, Washington, D.C. 20590

NOTE:

All responses to this collection of information are mandatory in accordance with (cite law or regulation, etc), and will be provided confidentiality to the extent allowed by law.

To mail, fold the completed report so that the self addressed postage paid panel is on the outside

INSTRUCTIONS FOR COMPLETING THE MOTOR CARRIER IDENTIFICATION REPORT (MCS-150)

(Please, *Print or Type* All Information)

Please, check the appropriate box:

New application - To obtain a U.S. DOT Number to operate in interstate commerce.

Biennial Update or changes - To file the required MCS-150 Biennial update or to file other changes to MCS-150 information.

Out of business notification - To notify FMCSA that you are no longer operating as a motor carrier (complete items 1-20).

Reapplication (after revocation of New Entrant) - To reapply after your U.S. DOT number has been revoked (complete items 1-30). Use assigned U.S. DOT number for item number 16.

1. Enter the legal name of the business entity. (i.e., Corporation, partnership, or individual) that owns/controls the motor carrier/shipper operation.
2. If the business entity is operating under a name other than that in Block 1. (i.e., "trade name") enter that name. Otherwise, leave blank.
3. Enter the principal place of business street address where safety records are kept.
4. Enter the city where the principal place of business is located.
5. Enter the mailing address if different from the physical address, otherwise leave blank. Also, applies to #6, #10, #11 & #12.
6. Enter the city corresponding with the mailing address.
7. Enter the two-letter postal abbreviation for the State or the name of the Canadian Province/Territory or Mexican State corresponding with the physical address.
8. Enter the zip code + 4 number corresponding with the physical street address.
9. If a Mexican motor carrier or shipper, enter the Mexican "colonia" or "barrio" where the physical place of business is located.
10. Enter the two-letter postal abbreviation for the State or the name of the Canadian Province/Territory or Mexican State corresponding with the mailing address.
11. Enter the zip code + 4 number corresponding with the mailing street address.
12. If a Mexican motor carrier or shipper, enter the Mexican "colonia" or "barrio" where the physical place of business is located.
13. Enter the telephone number, including area code, of the principal place of business.
14. Enter Cellular phone number, including area code, of the principal place of business.
15. Enter the fax number, including area code, of the principal place of business.
16. Enter the identification number assigned to your motor carrier operation by the U.S. Department of Transportation, if known.
17. Enter the motor carrier "MC" or "MX" number under which the Federal Motor Carrier Safety Administration (FMCSA), or Interstate Commerce Commission (ICC) issued your operating authority, if appropriate.
18. Enter your Dun & Bradstreet business number (used as a secondary identifier; if you do not have one, leave blank).
19. Enter the employer identification number (EIN#) or social security number (SSN#) assigned to your motor carrier operation by the Internal Revenue Service.
20. Enter the e-mail address for the official point of contact, if you have one.
21. Circle the appropriate type of operation classification. You may circle either Registrant, or up to one Carrier and one Shipper Operation.
 - *Interstate (Carrier/Shipper)* - transportation of persons or property across State lines, including international boundaries, or wholly within one State as part of a through movement that originates or terminates in another State or country.
 - *Intrastate (Hazardous Carrier, Non-Hazmat Carrier, Shipper)* - transportation of hazardous property wholly within the boundaries of a single State.
 - *Registrant* - An entity who registers commercial motor vehicle with a State but does not operate as a motor carrier. For example, a company that is engaged solely in renting or leasing vehicles, or for-hire operator that always operated under the authority of another company.
22. Enter the carrier's total mileage to nearest 10,000 miles for the past calendar year, and the year of the mileage.
23. Circle appropriate classification. Circle **ALL** that apply. If "L. Other" is circled; enter the type of operation in the space provided.
 - a. *Authorized for Hire* - transportation for compensation as common or contract carrier of property, owned by others, or passengers under the provision of the FMCSA.
 - b. *Exempt For Hire* - transportation for compensation of property or passengers exempt from the economic regulation by the FMCSA.

OMB No. 2126-0013

- c. *Private Property* – means a person who provides transportation of property by commercial motor vehicle and is not a for-hire motor carrier.
- d. *Private Passengers (Business)* – a private motor carrier engaged in the interstate transportation of passengers which is provided in the furtherance of a commercial enterprise and is not available to the public at large (e.g., bands)
- e. *Private Passengers (Non-Business)* – a private motor carrier involved in the interstate transportation of passengers that does not otherwise meet the definition of a private motor carrier of passengers.
- f. *Migrant* – interstate transportation, including a contract carrier, but not a common carrier of 3 or more migrant workers to or from their employment by any motor vehicle other than a passenger automobile or station wagon.
- g. *U.S. Mail* – transportation of U.S. Mail under contract with the U.S. Postal Service.
- h. *Federal Government* – transportation of property or passengers by a U.S. Federal Government agency.
- i. *State Government* – transportation of property or passengers by a U.S. State Government agency.
- j. *Local Government* – transportation of property or passengers by a local municipality.
- k. *Indian Tribe* – transportation of property or passengers by an Indian tribal government.
- l. *Other* – transportation of property or passengers by an operation classification not described above.
24. Circle all the letters of the types of cargo you usually transport. If "Other" is circled, enter the name of the commodity in the space provided.
25. Circle all types of hazardous materials (HM) you transport/ship. In the columns before the HM types, circle C for a carrier of HM and S for a shipper of HM. In the columns following the HM types, circle B if the HM is transported in bulk (over 119 gallons) and NB if the HM is transported in non-bulk (119 gallons or less). The HM types correspond to the classes and divisions listed in 49 CFR 173.2. Below are clarifications for the lettered codes:

A.	Div 1.1 Explosives (with mass explosion hazard)	V.	Div 4.3 Dangerous when wet material
B.	Div 1.2 Explosives (with projection hazard)	W.	Div 5.1 Oxidizer
C.	Div 1.3 Explosives (with predominantly fire hazard)	X.	Div 5.2 Organic Peroxide
D.	Div 1.4 Explosives (with no significant blast hazard)	Y.	Div 6.2 Infectious substance (Etiologic agent)
E.	Div 1.5 Very insensitive explosives; blasting agents	Z.	Div 6.1 A (Poison Liquid which is a PIH Zone A)
F.	Div 1.6 Extremely insensitive detonating substances	AA.	Div 6.1 B (Poison Liquid which is a PIH Zone B)
G.	Div 2.1 Flammable gas	BB.	Div 6.1 Poison (Poisonous liquid with no inhalation hazard)
H.	Div 2.1 LPG (Liquefied Petroleum Gas)	CC.	Div 6.1 Solid (Meets the definition of a poisonous solid)
I.	Div 2.1 Methane Gas	DD.	Class 7 Radioactive materials
J.	Div 2.2 Non-flammable compressed gas	EE.	HRCQ (Highway Route Controlled Quantity of Radioactive Material)
K.	Div 2.2 A (Anhydrous Ammonia)	FF.	Class 8 Corrosive material
L.	Div 2.3 A (Poison Gas which is Poison Inhalation Hazard (PIH) Zone A)	GG.	Class 8 A (Corrosive liquid which is a PIH Zone A)
M.	Div 2.3 B (Poison Gas which is PIH Zone B)	HH.	Class 8 B (Corrosive liquid which is a PIH Zone B)
N.	Div 2.3 C (Poison Gas which is PIH Zone C)	II.	Class 9 Miscellaneous hazardous material
O.	Div 2.3 D (Poison Gas which is PIH Zone D)	JJ.	Elevated Temperature Material (Meets definition in 49 CFR 171.8 for an elevated temperature material)
P.	Class 3 Flammable and combustible liquid	KK.	Infectious Waste (Meets definition in 49 CFR 171.8 for an infectious waste)
Q.	Class 3 A (Flammable liquid which is a PIH Zone A)	LL.	Marine Pollutants (Meets Definition in 49 CFR 171.8 for a marine pollutant)
R.	Class 3 B (Flammable liquid which is a PIH Zone B)	MM.	Hazardous Sub (RQ) (Meets definition in 49 CFR 171.8 of a reportable quantity of a hazardous substance)
S.	Combustible Liquid (Refer to 49 CFR 173.20 (b))	NN.	Hazardous Waste (Meets definition in 49 CFR 171.8 of a hazardous waste)
T.	Div 4.1 Flammable Solid	OO.	ORM (Meets definition in 49 CFR 171.8 of Other Regulated Material)
U.	Div 4.2 Spontaneously combustible material		

Note: Information on Poison Inhalation Hazards is found in column 7 of the Hazardous Materials table, (49 CFR 172.101).

26. Enter the total number of vehicles owned, term leased and trip leased, that are, or can be, operational the day this form is completed. Passenger vehicles are defined as:
- *Motor coach*—a vehicle designed for long distance transportation of passengers, usually equipped with storage racks above the seats and a baggage hold beneath the passenger compartment.
 - *School Bus*—a vehicle designed and/or equipped mainly to carry primary and secondary students to and from school, usually built on a medium or large truck chassis.
 - *Mini-bus*—a motor vehicle designed or used to transport 16 or more passengers, including the driver, and typically built on a small truck chassis. A mini-bus has a smaller seating capacity than a motor coach.
 - *Van*—a small motor vehicle designed or used to transport 15 or fewer passengers, including the driver.
 - *Limousine*—a passenger vehicle usually built on a lengthened automobile chassis.
27. Enter the number of interstate/intrastate drivers used on an average work day. Part-time, casual, term leased, trip leased and company drivers are to be included. Also, enter the total number of drivers (Interstate/Intrastate) and the total number of drivers who have a Commercial Drivers License (CDL).
- *Interstate*—driver transports people or property across State lines, including international boundaries, or wholly within one State as part of a through movement that originates or terminates in another State or country.
 - *Intrastate*—driver transports people or property wholly within one State.
 - *100-mile radius driver*—driver operates only within a 100 air-mile radius of the normal work reporting location.
28. Enter U.S. DOT Number if your U.S. DOT Number registration revoked by the Federal Motor Carrier Safety Administration (FMCSA).
29. Enter Two (2) names of sole proprietor(s), officers or partners and titles.
30. Print or type the name, in the space provided, of the individual authorized to sign documents on behalf of the entity listed in Block 1. That individual must sign, date, and show his or her title in the spaces provided (Certification Statement, see 49 CFR 390.19).

New Account/Fleet

In order to establish a new IRP account and/or fleet, the following criteria must be met:

- Established Place of Business - in order to apportion based in North Carolina you must be a resident of North Carolina or have an Established Place of Business in North Carolina (See definition of Established Place of Business in this manual on page 4).
- Apportionable Vehicle - (1) a power unit having two axles and a gross vehicle weight in excess of 26,000 pounds; or (2) a power unit having three axles or more regardless of weight; or (3) when the combination exceeds 26,000 pounds gross vehicle weight.
- Must operate in two or more jurisdictions
- Type of Operation - every fleet in your IRP Account must be designated by a Fleet Type that describes your type of business. They are:
 - (a) Private - PVT - hauls property belonging only to the account holder
 - (b) Common Carrier - COM - any motor carrier which holds itself out to the general public to engage in the transportation of passengers or regulated property for compensation
 - (c) Contract Carrier - CON - any motor carrier transporting persons or regulated property for compensation or hire under contract to a particular person, firm or corporation
 - (d) For Hire Exempt - FHE - any person hauling for compensation commodities exempt from Federal regulations (exempt usually means commodities not processed)
 - (e) For Hire Leased - FHL - hauls Federally regulated property interstate operating under another person or company's FHWA authority (MC Number)
 - (f) For Hire Rental - FHR - rents vehicles to others for transportation of property
- Commodity Class - the type of property transported by vehicles in a fleet. The commodity classes are as follows:
 - (a) A - All commodities (used with fleet types PVT, COM, CON or FHL)
 - (b) L - Logs (used with fleet types PVT or FHE)
 - (c) E - Exempt (interstate exempt commodities used with fleet types FHE or FHR)
 - (d) H - Household Goods Mover (used with fleet type COM)
 - (e) P - Passenger Bus (used with fleet type COM)
- Insurance Certification - must furnish the Division your insurance company name and policy number; depending upon your Fleet Type, specific insurance forms may be required as proof of proper liability insurance coverage.

****Certification of Bobtail Insurance Coverage Only will not be acceptable.**

- Jurisdictions of Travel - you must indicate all jurisdictions of travel that you wish your fleet to be apportioned that covers your scope of operation. Estimated distance will be used to base your operation for each jurisdiction. The estimated distance used is based on an average of all actual distance reported for a jurisdiction and all vehicles apportioned for that jurisdiction during a prior registration year. You may use your own anticipated estimated distance for a jurisdiction but you must furnish documentation to justify the distance reported.

After your first renewal, you will be required to report all actual distance accrued in the fleet for the reporting period.

- **Apportioned Licensed Weight** - you must declare the North Carolina Base Weight. Our computer system uses the Weight Group concept to record license weight. We have two types of Weight Groups, **Fixed** or **Variable**. A Fixed Weight Group means that all jurisdictions of travel will have the same weight as the North Carolina weight declared. A Variable Weight Group means that some or all jurisdictions of travel will have a weight different than the declared North Carolina weight.

All weights in a Variable Weight Group must be within 10 percent of the declared North Carolina weight. If the weight is not within the 10 percent variance, the registrant must sign a statement of declaration explaining why a specific jurisdiction must be licensed in excess or below the North Carolina declared weight.

- **Equipment** - every IRP Account/Fleet must have vehicles associated in order to be active. All fleets must consist of at least one power unit (except for Pool Fleet Trailers). Each piece of equipment must be identified by an Equipment Number. Equipment Numbers may consist of up to eight (8) characters. Equipment Numbers are unique numbers that you assign to your vehicle(s).

Application Forms

IRP-A	Apportioned Account Application
IRP-F	Apportioned Fleet Application
IRP-M1	Apportioned US Estimated Mileage Application (page 1 of 2)
IRP-M1	Apportioned US Estimated Mileage Application (page 2 of 2)
IRP-W	Apportioned Weight Group Schedule
IRP-E	Apportioned Equipment Application

The applications must be signed and dated by an authorized representative of the account for the application to be complete.

IRP-A
(Rev. 12/98)

North Carolina Division of Motor Vehicles

TYPE OR PRINT (blue or black ink)

APPORTIONED ACCOUNT APPLICATION

NEW ACCOUNT FORMS: IRP-A, IRP-F, IRP-M1, IRP-W, AND IRP-E

1. FIRST REGISTRANT US DOT NUMBER: _____

TYPE (check one) ☐ I (individual) or ☐ B (business)

REGISTRANT ID: _____ RELATIONSHIP: * _____ SSN: _____ FEIN: _____

Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) _____

Business name _____

ACCOUNT PHYSICAL ADDRESS (must be street or road in NC) PO BOX IS NOT VALID _____

City: _____ State: NC Zip: _____ County: _____

ACCOUNT MAILING ADDRESS (if different from physical address) PO BOX IS VALID _____

City: _____ State: _____ Zip: _____

ACCOUNT CONTACT PERSON: _____

Phone: _____ Ext: _____ Alternate Phone: _____ Fax: _____

2. SECOND REGISTRANT

TYPE (check one) ☐ I (individual) or ☐ B (business)

REGISTRANT ID: _____ RELATIONSHIP: * _____ SSN: _____ FEIN: _____

Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) _____

Business name _____

3. ** RELATIONSHIP NAME (Complete only if a relationship is indicated in Section 1 and / or 2)

TYPE (check one) ☐ I (individual) or ☐ B (business)

REGISTRANT ID: _____ SSN: _____ FEIN: _____

Individual Name (First, Middle, Last, Suffix /Sr, Jr, I,II,etc.) _____

Business name _____

4. DISCLOSURE SECTION (Privacy)

In 1997, the North Carolina Legislature passed a bill, which allows citizens to protect the personal information contained in the records of the Division of Motor Vehicles. Failure to check the block below will allow the Division of Motor Vehicles to release your name and address for marketing and solicitation after July 1, 1999.

☐ I (We) would like the personal information contained in this application NOT TO BE RELEASED.

SIGNATURE: _____ DATE ____ / ____ / ____

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

* A RELATIONSHIP MAY EXIST FOR THE FIRST OR SECOND REGISTRANT OR BOTH

IF A RELATIONSHIP EXISTS FOR THE FIRST and SECOND REGISTRANTS, IT MUST BE THE SAME.

DBA: Doing business as DIV: A Division of TRU: Trustee GUA: Guardian CUS: Custodian LIF: For life then JTW: Joint w right of survivorship

**ENTER THE FULL NAME OF THE RELATIONSHIP IN SECTION 3.

OFFICE USE

ACCOUNT NUMBER: _____

IRP-F
(Rev. 12/98)

North Carolina Division of Motor Vehicles

TYPE OR PRINT (blue or black ink)

APPORTIONED FLEET APPLICATION

NEW FLEET FORMS: IRP-F, IRP-M(2 pages), IRP-W, AND IRP-E

1. IRP ACCOUNT NUMBER: _____ (new account numbers are system generated; for existing accounts, enter account number)

FLEET NUMBER: _____ (new fleet numbers are system generated unless otherwise indicated)

ACCOUNT NAME (indicate full name(s) for the above indicated account)
(First Registrant)

(Second Registrant)

(Relationship Name)

OFFICE USE

SUPPLEMENT NUMBER: _____

2. REGISTRATION PERIOD **EFFECTIVE DATE:** _____ **EXPIRATION DATE:** _____

3. FLEET PHYSICAL ADDRESS must be street or road in NC) **PO BOX IS NOT VALID**

City: _____ State: **NC** Zip: _____ County: _____

FLEET MAILING ADDRESS (if different from physical address) **PO BOX IS VALID**

City: _____ State: _____ Zip: _____

FLEET CONTACT PERSON: _____

Phone: _____ Ext: _____ Alternate Phone: _____ Fax: _____

INTERNET ADDRESS: _____

4. FLEET TYPE (check only one block to indicate the type of operation for all the vehicles in this fleet)

- ☐ **PRIVATE (PVT)** Hauls property belonging only to this Account Holder
- ☐ **COMMON CARRIER (COM)** Hauls federally regulated property/passengers under **FHWA/MC Number *** _____
- ☐ **CONTRACT CARRIER (CON)** Hauls federally regulated commodities under **FHWA/MC Number *** _____
- ☐ **FOR HIRE EXEMPT (FHE)** Hauls property interstate which are exempt from federal regulation (Form E required)
- ☐ **FOR HIRE LEASED (FHL)** Hauls property interstate operating under another carrier's authority **FHWA/MC Number *** _____
- ☐ **FOR HIRE RENTAL (FHR)** Rents vehicles to others for transportation of property (Form E required)

* **ARE YOU USING SINGLE STATE REGISTRATION (SSR) INSURANCE?** ☐ **YES** - If not in NC: enter SSR Base State _____ (copy of RS-3 required)
☐ **NO** - I am using my own Insurance (Form E & copy of RS-3 required)

* **THE SINGLE STATE REGISTRATION APPLICATION & FEES MUST BE PROCESSED FOR THE EXPIRATION YEAR OF THE FLEET ALLOCATED FLEETS**

- ☐ **ONE-WAY RENTAL** Minimum Number of Vehicles: _____ GVWR (NC WT): _____
- ☐ **POOL FLEET TRAILERS** Minimum Number of Trailers: _____ GVWR (Greater than 6,000 pounds)

REQUIREMENTS: ONE-WAY RENTAL FLEET USE FORM IRPTA-21 POOL FLEET TRAILER FLEET USE FORM IRPTA-19

5. COMMODITY CLASS (check only one block to indicate the type of property transported by all the vehicles in this fleet)

- ☐ **ALL COMMODITIES (A)** All Kinds of Commodities/Goods (used with fleet types PVT, COM, CON, or FHL)
- ☐ **LOGS (L)** Logs (used with fleet types PVT or FHE)
- ☐ **EXEMPT (E)** Interstate Exempt Commodities (used with fleet types FHE or FHR)
- ☐ **HOUSEHOLD GOODS (H)** Household Goods Mover (used with fleet type COM)
- ☐ **PASSENGER BUS (P)** Passengers (used with fleet type COM)

6. FIVE YEAR APPORTIONED TRAILER PLATES (K SERIES)

DO YOU CURRENTLY HAVE TRAILER PLATES BEGINNING WITH THE LETTER 'K' FOLLOWED BY FIVE(S) NUMBERS? ☐ **YES** ☐ **NO**

7. INSURANCE CERTIFICATION

I certify that I have Financial Responsibility as required by law for the motor vehicles operating in this fleet.

Insurance Co Name: _____

Insurance Policy Number: _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

OFFICE USE

INS CO CODE _____

North Carolina Division of Motor Vehicles
APPORTIONED MILEAGE APPLICATION

IRP-M2
 (Rev. 05/03)
 TYPE OR PRINT (blue or black ink)

PAGE 1 OF 2

OFFICE USE
 SUPPLEMENT NUMBER: _____

1. IRP ACCOUNT NUMBER: _____ FLEET NUMBER: _____

2. REGISTRATION PERIOD: EFFECTIVE DATE _____ EXPIRATION DATE _____

3. MILEAGE REPORTING YEAR: JULY 01, _____ THROUGH JUNE 30, _____

4. JURISDICTION MILEAGE (continued on page 2)

- MARK AN X in the block to the left of each state to indicate a state of travel for the vehicles in this fleet.
- LIST ACTUAL MILES in the ACTUAL MILES column for each state traveled by all vehicles in this fleet during the mileage-reporting period.
- PLACE AN E in the ESTIMATED column to indicate ESTIMATED MILEAGE. The NC ESTIMATED MILEAGE FORMULA is used. Or (see next line)
- WRITE your own ESTIMATES in the center column & *explain them in section 5 on page 2.
- LIST NO TRAVEL INTENDED MILES in the third column. These are Trip Permit Miles and Actual Miles traveled during the reporting period in a state you NO LONGER desire apportionment.
- ADDED JURISDICTION(S) SUPPLEMENTS should use the ESTIMATED MILES column.

	OFFICE USE	ACTUAL MILES	ESTIMATED MILES	NO TRAVEL MILES	OFFICE USE	ACTUAL MILES	ESTIMATED MILES	NO TRAVEL MILES
<input type="checkbox"/> AK ALASKA					<input type="checkbox"/> LA LOUISIANA			
<input type="checkbox"/> AL ALABAMA					<input type="checkbox"/> MA MASSACHUSETTS			
<input type="checkbox"/> AR ARKANSAS					<input type="checkbox"/> MD MARYLAND			
<input type="checkbox"/> AZ ARIZONA					<input type="checkbox"/> ME MAINE			
<input type="checkbox"/> CA CALIFORNIA					<input type="checkbox"/> MI MICHIGAN			
<input type="checkbox"/> CO COLORADO					<input type="checkbox"/> MN MINNESOTA			
<input type="checkbox"/> CT CONNECTICUT					<input type="checkbox"/> MO MISSOURI			
<input type="checkbox"/> DC DIST OF COLUMBIA					<input type="checkbox"/> MS MISSISSIPPI			
<input type="checkbox"/> DE DELAWARE					<input type="checkbox"/> MT MONTANA			
<input type="checkbox"/> FL FLORIDA					<input checked="" type="checkbox"/> NC NORTH CAROLINA			
<input type="checkbox"/> GA GEORGIA					<input type="checkbox"/> ND NORTH DAKOTA			
<input type="checkbox"/> IA IOWA					<input type="checkbox"/> NE NEBRASKA			
<input type="checkbox"/> ID IDAHO					<input type="checkbox"/> NH NEW HAMPSHIRE			
<input type="checkbox"/> IL ILLINOIS					<input type="checkbox"/> NJ NEW JERSEY			
<input type="checkbox"/> IN INDIANA					<input type="checkbox"/> NM NEW MEXICO			
<input type="checkbox"/> KS KANSAS					<input type="checkbox"/> NV NEVADA			
<input type="checkbox"/> KY KENTUCKY					<input type="checkbox"/> NY NEW YORK			

THIS IS A TWO-PART FORM. PLEASE CONTINUE TO THE NEXT PAGE.

IRP-M2

(Rev. 05/03)

North Carolina Division of Motor Vehicles

PAGE 2 OF 2

TYPE OR PRINT (blue or black ink)

APPORTIONED MILEAGE APPLICATION

1. IRP ACCOUNT NUMBER: _____ FLEET NUMBER: _____ OFFICE USE
SUPPLEMENT NUMBER: _____

2. REGISTRATION PERIOD: EFFECTIVE DATE _____ EXPIRATION DATE _____

3. MILEAGE REPORTING YEAR: JULY 01, _____ THROUGH JUNE 30, _____

4. JURISDICTION MILEAGE (continued from page 1)

	OFFICE USE	ACTUAL MILES	ESTIMATED MILES	NO TRAVEL MILES	OFFICE USE	ACTUAL MILES	ESTIMATED MILES	NO TRAVEL MILES
<input type="checkbox"/> OH OHIO					<input type="checkbox"/> AB ALBERTA			
<input type="checkbox"/> OK OKLAHOMA					<input type="checkbox"/> BC BRITISH COLUMBIA			
<input type="checkbox"/> OR OREGON					<input type="checkbox"/> MB MANITOBA			
<input type="checkbox"/> PA PENNSYLVANIA					<input type="checkbox"/> NB NEW BRUNSWICK			
<input type="checkbox"/> RI RHODE ISLAND					<input type="checkbox"/> NL NEWFOUNDLAND			
<input type="checkbox"/> SC SOUTH CAROLINA					<input type="checkbox"/> NS NOVA SCOTIA			
<input type="checkbox"/> SD SOUTH DAKOTA					<input type="checkbox"/> NT NORTHWEST TERR			
<input type="checkbox"/> TN TENNESSEE					<input type="checkbox"/> ON ONTARIO			
<input type="checkbox"/> TX TEXAS					<input type="checkbox"/> PE PRINCE EDWARD IS			
<input type="checkbox"/> UT UTAH					<input type="checkbox"/> QC QUEBEC			
<input type="checkbox"/> VA VIRGINIA					<input type="checkbox"/> SK SASKATCHEWAN			
<input type="checkbox"/> VT VERMONT					<input type="checkbox"/> YT YUKON TERRITORY			
<input type="checkbox"/> WA WASHINGTON								
<input type="checkbox"/> WI WISCONSIN								
<input type="checkbox"/> WV WEST VIRGINIA								
<input type="checkbox"/> WY WYOMING					<input type="checkbox"/> MX MEXICO			

MILEAGE TOTALS

(pages 1 & 2)

ACTUAL: _____

ESTIMATED: _____

NO TRAVEL: _____

GRAND TOTAL: _____

5. EXPLANATION OF ESTIMATED MILES: If you did not use the NC ESTIMATED MILEAGE FORMULA, please explain your method for mileage estimates.

6. MILEAGE CERTIFICATION: I CERTIFY THE MILEAGE ON THIS SCHEDULE REPRESENTS THE ACTUAL MILES AND NO TRAVEL MILES FOR THE VEHICLES OPERATING IN THIS FLEET. I AM DECLARING ESTIMATED MILES IN THE STATES I DID NOT TRAVEL BUT NEED ON MY LICENSE CAB CARD.

SIGNATURE: _____

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

DATE: ____ / ____ / ____

IRP-S

(REV. 12/98)

TYPE OR PRINT (Blue or Black Ink)

North Carolina Division of Motor Vehicles

APPORTIONED SUPPLEMENT APPLICATION

1. IRP ACCOUNT NUMBER: 00000 FLEET NUMBER: 000
 ACCOUNT NAME (Indicate the full name(s) for the above indicated account)
 (First Registrant)

(Second Registrant)

(Relationship Name)

OFFICE USE

SUPPLEMENT NUMBER: _____

2. REGISTRATION PERIOD: EFFECTIVE DATE _____ / _____ EXPIRATION DATE _____ / _____

3. SUPPLEMENT INFORMATION (Place an **X** by the type(s) of Supplement(s) you are filing, and complete the necessary forms)

THESE SUPPLEMENT TYPES CAN BE COMBINED WITHIN A SINGLE SUPPLEMENT (same vehicle cannot be involved)

TYPE OF SUPPLEMENT

TITLE/REGISTRATION FORM(S) REQUIRED

☐ DUPLICATE CAB CARD

IRP-S & IRP-E

NONE

☐ AMEND EQUIPMENT (correct vehicle information)

IRP-S, IRP-W, & IRP-E

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

☐ STARS ** (plate transactions IRP vehicles only)

IRP-S, IRP-W, & IRP-E (surrender cab card(s))

MVR-18(s), TITLE DOCS, MVR-330(s), MVR-32(s), (if applicable)

THESE SUPPLEMENT TYPES CANNOT BE COMBINED WITHIN A SINGLE SUPPLEMENT.

TYPE OF SUPPLEMENT

IRP FORM(S) REQUIRED

TITLE/REGISTRATION FORM(S) REQUIRED

☐ ADD EQUIPMENT (Issue, Transfer, Exchange or Transfer)

IRP-S, IRP-W, & IRP-E

(surrender cab card on transfer(s))

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

☐ CHANGE WEIGHT

IRP-S, IRP-W, & IRP-E

(surrender cab card(s))

NONE

☐ TRANSFER PLATE(S) & CHANGE WEIGHT

IRP-S, IRP-W, & IRP-E

(surrender cab card(s))

TITLE DOCS, MVR-330(s), MVR-32(s), ETC (IF APPLICABLE)

☐ TURN-IN PLATE(S)

IRP-S & IRP-E

(surrender cab card(s))

FS20 (receipt for surrendered plate will be generated by the system)

☐ ADD JURISDICTION(S)

IRP-S, IRP-M2 (pages 1&2), & IRP-W

NONE

☐ CHANGE ACCOUNT NAME

IRP-S, IRP-A, & IRP-E

(must be changed for each fleet)

TITLE DOCS, MVR330(s), MVR-32(s), etc (if applicable)

☐ CHANGE CARRIER TYPE

IRP-S & IRP-F

NONE

☐ CHANGE COMMODITY CLASS

IRP-S & IRP-F

NONE

☐ FLEET TO FLEET

IRP-S, IRP-W, & IRP-E

TITLE DOCS, MVR-330(s), MVR-32(s), etc (if applicable)

4. INSURANCE: IS THIS A CHANGE OF INSURANCE COMPANY OR POLICY NUMBER? YES ☐ NO ☐

INSURANCE CERTIFICATION: I certify that I have Financial Responsibility as required by law for the motor vehicles operating in this fleet

INSURANCE CO NAME: _____ INSURANCE POLICY NUMBER: _____

SIGNATURE: _____

MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

DATE: _____ / _____ / _____

OFFICE USE
Insurance Co Code _____

* **AMEND EQUIPMENT SUPPLEMENTS** involve corrections to any vehicle information captured in IRP or on Title Documents. EXAMPLES: Year, Make, Body Style, Vin, Fuel Type, Titled Owner, Branded Title Code, Tax County/Situs, Equipment Number, Purchase Price, Purchase Date, Factory Price, Unladen Weight, Axles, Seats, Colorado Indicator, or Weight Group Number. You may also perform Title corrections with transfer or replace plate options from STARS Registration Menu.

** **STARS SUPPLEMENTS** involve plate transactions for vehicles associated with an IRP Fleet. EXAMPLES: Transfer, Replace, Exchange, Replace & Transfer, Double Transfer. Three types of Title transactions may be processed in the STARS Supplement along with the plate transactions. THESE ARE: Duplicate Title, Lien Recording, and Duplicate Title with Lien Recording

TYPE OR PRINT (blue or black ink)

PAGE OF

6. SIGNATURE: _____ DATE: ____ / ____ / ____
MUST BE SIGNED IN INK BY ACCOUNT HOLDER OR AUTHORIZED REPRESENTATIVE OF FIRM OR BUSINESS

UNIFIED CARRIER REGISTRATION FORM -Year 2010

To register online go to WWW.UCR.IN.GOV

SECTION 1. GENERAL INFORMATION

USDOT Number	MC or MX Number	FF Number	Telephone Number	Fax Number
Legal Name			E-Mail Address	
Doing Business Under The Following Name (DBA)				
Principal Place Of Business Street Address (See Instructions)				
Principal Business City		Principal Business State		Zip Code
Mailing Street Address				
Mailing City		Mailing State		Mailing Zip Code

SECTION 2. CLASSIFICATION – Check All That Apply

☐ Motor Carrier ☐ Motor Private Carrier ☐ Broker ☐ Leasing Company ☐ Freight Forwarder

SECTION 3. FEES DUE-BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY

Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.

Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$76 in the form of Check or Money Order payable to NC DMV and go to Section 7.

SECTION 4. NO. OF MOTOR VEHICLES– MOTOR CARRIER & MOTOR PRIVATE CARRIER

Check only one box:

- ☐ The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form.
☐ The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2009.

LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)
1.				
2.	Subtract: ∞ The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver. ∞ (Optional) The number of vehicles on Line 1 in Column A above that is used only in intrastate commerce.			()
3.	(Optional) Add a number of vehicles not shown on Line 1 above that are: ∞ Commercial motor vehicles operating solely in intrastate commerce. (See instructions for definition of commercial motor vehicle.) ∞ Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.			
4.	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)			

SECTION 5. FEE TABLE

Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346

SECTION 6. FEES DUE – MOTOR CARRIER & MOTOR PRIVATE CARRIER

Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above.

Note: Payment can be made in the form of Check or Money Order. Make checks payable to NC DMV.

SECTION 7. CERTIFICATION

I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)

Name Of Owner Or Authorized Representative (Printed)	Date
Signature	Title

IRP Renewal Requirements

- Actual Distance - you are required to report all actual distance accrued during the reporting period if the account has been active over 13 months. The Reporting Period is the fiscal year prior to the renewal registration year. The Reporting Period dates will display on the top of the REN-M. On the REN-M (Mileage schedule) of the Renewal Application, you need to "X" all jurisdictions that you wish to be apportioned in and record any actual distance accrued during the specified reporting period. If you have no actual distance to report for a jurisdiction, estimates will be used if you wish to apportion for that jurisdiction.

If you have mileage that was accrued during the required reporting period in a jurisdiction that you no longer wish to apportion for, you are required to show those miles in the **NO TRAVEL** Column of the REN-M Mileage Schedule. You will not be apportioned for these jurisdictions, no fees will be collected and these jurisdictions will not display on your Apportioned License Cab Card.

- Certification of Liability Insurance - In accordance with Federal Regulations, a For-Hire or Private operation engaged in interstate or foreign commerce with a GVWR (gross vehicle weight rating) of more than 10,000 pounds and transporting non-hazardous property or passengers, the minimum liability required is \$750,000.00.
- 2290 Schedule 1 - you must furnish proof of payment of the Federal Heavy Vehicle Use Tax (2290) for all qualified vehicles (vehicles licensed at 55,000 pounds or more). For information on the Federal Heavy Vehicle Use Tax, see page 95 of this manual.
- Vehicle Stops - In order to renew the vehicles in your fleet, all vehicles must be cleared of all vehicle stops such as County Tax Stop, Audit Stop, Insurance Stop, Failure to provide proof of FHVUT Paid, Correspondence Stop, etc.
- MCS-150 - On the Motor Carrier Identification Report (MCS-150) make any corrections to the information printed on the form or update additional information if available and return with your renewal application. The pre-filled MCS-150 is printed as part of your Renewal Application.

The MCS-150 must be returned with your IRP Renewal Application in order to process your renewal for the new registration year. You can also update online at www.safer.fmcsa.dot.gov.

- Unified Carrier Registration (UCR) - The Purpose of the Unified Carrier Registration (UCR) Act is to provide uniform national standards for registration, identification and financial responsibility for motor carriers, motor private carriers, freight forwarders, leasing companies and brokers.
This applies to any motor carrier that is required to file an MCS Form 150 and obtain a U.S. DOT identification number.
- Drafts - If your North Carolina Apportioned Fee equals \$400.00 or more, you may obtain a bank draft to defer partial payment. These fees will be drafted from your bank account six months from your renewal month. You must submit a voided check with your IRP Renewal Application if you desire your account to be invoiced on a draft.
If you are applying for a draft for the first time or have changed banks, you must submit a letter of recommendation from your bank on the bank letterhead, describing how you conduct your banking business.

Drafts must be paid even if the motor vehicles are disposed of or license plates are turned in prior to the Draft due date.

If you are going to process your IRP Renewal via the Internet, in order to utilize the bank draft, you must already have established bank draft information in our computer system.

Application Forms

MCS-150	Application for USDOT Number
UCR	Unified Carrier Registration Application
REN-A	Renewal Account Application
REN-F	Renewal Fleet Application
REN-E	Renewal Equipment List
REN-M (page 1 & 2)	Renewal Mileage Schedules
REN-W	Renewal Weight Application

The applications must be signed and dated by an authorized representative of the account for the application to be complete.

IRP Renewal Applications can only be processed in the Raleigh or Charlotte IRP Offices or via the Internet.

For assistance with your IRP Renewal, call the Raleigh IRP Office at (919) 861-3720 or the Charlotte IRP Office at (704) 392-2112.

For assistance processing your IRP Renewal via the Internet, call the Raleigh IRP Office only.

Estimated Distance

When establishing an account for a new customer or renewing a fleet with no actual distance reported, adding jurisdictions or creating a new fleet for an existing customer, estimated distance is used in the jurisdictions of travel. All estimated distance is based on actual distance reported in a specific jurisdiction and the vehicles that travel in that jurisdiction for all registrants. The estimated distance totals will be calculated using all actual distance reported during a prior registration year (January 01 through December 31) and the total number of vehicles apportioned in each jurisdiction. Therefore, the distance estimation will change from registration year to registration year.

Maximum Registered Vehicle Weights for IRP Jurisdictions

Jurisdiction	Max. Operating Weight (In lbs.)	Max. Cab Card Weight (In lbs.)	Exceptions/Conditions	OW Permits Cab Card Changed to reflect OW permit / no change to cab card
Alabama	*80,000	QUAL	Overweight permit over 80,000 lbs.	Cab card changed to reflect "QUAL" for anything over 80,000 lbs.
Alberta	139,992	139,992		No change to cab card
Arizona	*80,000	*80,000	*Overweight permit over 80,000 lbs.	
Arkansas	80,000	80,000		No change to cab card
British Columbia	141,100	139994/ (63,500 kg)		Permit is needed, no change to cab card
California	*80,000	80,000	*Without overweight permit	No change to cab card
Colorado	*85,000	80,000	*Without overweight permit	
Connecticut	None	*None	*80,000 lbs. with overweight permit	Cab card changed to reflect OW permit
Delaware	80,000	80,000		Permit is needed, no change to cab card
District of Columbia	80,000	80,000		
Florida	80,000	80,000		
Georgia	80,000	80,000		
Idaho	*129,000 (pilot project only - not allowed on interstates)	106,000 unless operating under the pilot project then max of 130,000 (Idaho registers in 2,000 pound increments which may be more than you can legally haul)	Exceeding 80,000 on the interstate with reducible loads, requires an annual excess weight permit and being registered for the max legal weight. Exceeding 80,000 on the non-interstate highways with reducible loads, requires being registered for the max legal weight but no excess weight permit is required. *Operating under the pilot project with reducible loads, requires a separate pilot project permit and being registered for the max legal weight up to 129,000. Do not register for more than 106,000 unless you have permission and permits to operate under the pilot project. Vehicles hauling non-reducible loads are not required to register for the maximum weight they will be hauling. They must purchase an overweight permit (annual or single trip) when exceeding the legal axle and/or gross weights allowed and operating on interstate and non-interstate highways.	Cab card changed to reflect permit weight
Illinois	80,000	80,000		
Indiana	80,000	80,000		Permit is needed, no change to cab card
Iowa	No Maximum	Unlimited		Requires increase in registration to be reflected in registration documents.

Maximum Registered Vehicle Weights for IRP Jurisdictions

Kansas	85,500*	85,500*	*Max 80,000 lbs. On KS Interstate System	Cab card does not change, must be registered for 85,500 to purchase OW permit.
Kentucky	*80,000	80,000	*Special permit over 80,000 lbs.	
Louisiana	88,000	88,000	83,400 lbs - Interstate 88,000 lbs - non-interstate	Weights must be reflected on the cab card (83,400 lbs for Interstate and 88,000 lbs for non-interstate) in order to qualify for an overweight permit.
Maine	100,000	100,000		Cab card does not change
Manitoba	137,770 lbs. or 62,500 Kg	137,770 lbs. or 62,500 Kg		Cab card does not change
Maryland	80,000	80,000		
Massachusetts	None	None	Over 80,000 lbs. With overweight permit	Permit is needed, no change to cab card
Michigan	160,001	160,001		Permit is needed, no change to cab card
Minnesota	*80,000	Unlimited	*Overweight permit over 80,000 lbs.	Requires the cab card reflect the weight of the OW permit as well as have an OW permit.
Mississippi	80,000	80,000		Cab card does not change
Missouri	80,000	80,000	*Overweight permit over 80,000 lbs.	No change is needed on cab card
Montana	*132,000	132,000		
Nebraska	94,000	94,000		Cab card does reflect the OW up to 94,000 lbs and a permit is also required
Nevada	129,000	80,000		Cab card must reflect 80,000 lbs. to be legal with an OW permit. Card does not change if reflecting 80,000 lbs.
Newfoundland and Labrador				
New Brunswick				
New Hampshire	*80,000	80,000	*Overweight permit over 80,000 lbs.	
New Jersey	80,000	80,000		Permit is needed, no change to cab card
New Mexico	86,400	80,000		
New York	*None	None	*Overweight permit over 80,000 lbs.	Cab card changed to reflect OW permit
North Carolina	80,000	80,000	*Overweight permit over 80,000 lbs.	No change to cab card
North Dakota	105,500	105,500		No change to cab card
Nova Scotia				
Ohio	80,000	80,000		
Oklahoma	90,000	90,000	*Annual permit required over 80,000 lbs	

Maximum Registered Vehicle Weights for IRP Jurisdictions

Ontario				
*Oregon (see note below)	*105,500	105,500	*Special permit over 80,000 lbs.	No change to cab card
Pennsylvania	80,000	80,000		
Prince Edward Island	62,500 lbs. Or 137,788 kg	62,500 lbs. Or 137,788 kg	Overweight permits are issued for indivisible loads. Carriers must apply. Permits not issued for divisible loads, carrier fined and must off-load excess weight.	No change to cab card needed.
Quebec			*Reminder: Registration based on the number of axles *Overweight permit needed over 62,500 Kg (137,500 lbs.)	
Rhode Island	80,000	80,000		No change to cab card, separate permit for OW.
Saskatchewan	137,787	137,787		
South Carolina	80,000	80,000		
South Dakota	*None	*None	*Must meet SD bridge weight laws. *Overweight permit required over 80,000 GVW on interstate.	Cab card changed and permit required.
Tennessee	80,000	80,000		
Texas	80,000	80,000		Does not require amendment to original cab card.
Utah	*129,000 *None	80,000	*On divisible loads w/overweight permit. *On non-divisible loads w/overweight permit	No change to the cab card, separate permit is issued for carrier to carry.
Vermont	80,000	80,000		
Virginia	80,000	80,000		Separate permit required. No change on cab card
Washington	105,500	105,500		
West Virginia	80,000	80,000		
Wisconsin	80,000	80,000		
Wyoming	117,000	117,000	Overweight permit over 117,000 lbs.	No change to cab card
*Oregon: The only time trucks are allowed into Oregon without credentials is when the truck's route goes straight (no pickups or deliveries) to a Port of Entry during the Port's registration office hours.				

Federal Heavy Vehicle Use Tax—According to General Statute 20-88(j), effective October 1, 1985, North Carolina must refuse to register a heavy commercial motor vehicle with a gross weight of 55,000 pounds or more until the owner presents proof of payment that the Heavy Vehicle Use Tax has been paid to the United States Treasury.

Even if the vehicle is being registered for less than 55,000 pounds in the base state, proof of payment is required if the vehicle is being registered for 55,000 pounds or more in any other state listed on the cab card.

Proof of payment is the original or a photocopy of the receipted United States Treasury Heavy Vehicle Use Tax Return Schedule 1 (Form 2290) or if not available a copy of the Form 2290 with Schedule 1 attached as filed with the United States Treasury along with a photocopy of the front and back of the cancelled check covering the payment to the United States Treasury.

Please note the following changes:

- **The election to pay in installments has been repealed. The tax is due when the return is filed.**
- **DMV will no longer accept a receipted Schedule 1 Form 2290 in the prior owner's name.**

OTHER INFORMATION PERTAINING TO APPLICATION(S)

If North Carolina is claimed as the base state, send all copies of the application for proportional registration (original and/or supplements) to:

International Registration Plan Section	International Registration Plan Unit
N. C. Division of Motor Vehicles	N. C. Division of Motor Vehicles
1425 Rock Quarry Rd. Suite 100	6016 Brookshire Blvd.
Raleigh, North Carolina 27610	Charlotte, North Carolina 28216
(919) 861-3720	(704) 392-2112

North Carolina will compute fees due and bill applicants for North Carolina and all other member jurisdictions. ***DO NOT SEND FEE PAYMENT UNTIL A BILLING NOTICE IS RECEIVED.***

LICENSE PLATE AGENCY FUNCTIONS

Supplement applications for IRP registration can be processed by License Plate Agency personnel throughout the state.

The transactions that may be processed are:

Add Equipment	Duplicate Cab Card(s)
Replacement Plate	Duplicate Title
Lien Recording	Duplicate Title with Lien Recording
Add Jurisdiction(s)	Amend Equipment*
Turn in Plate	Change Insurance*

*Amend Equipment supplement involves corrections to any vehicle information captured in IRP or on title documents. For example, year, make, body style, vehicle information, fuel type, titled owner, branded title code, tax county/situs, equipment number, purchase price, purchase date, factory price, unladen weight, axles, seats, Colorado indicator or weight group number.

Double transfers and title corrections for IRP vehicles must be processed in Amend Equipment supplement.

*Change insurance supplement changes the liability insurance certification on a fleet. If the carrier is FHE, or FHR, a new Form E must be provided. If the carrier is COM or CON, a new Form BMC-91 or 91X must be provided for the authority holders Motor Carrier account to be corrected if based in North Carolina. A FHL carrier cannot change insurance unless they are providing their own liability, which requires a Form E.

The Branch offices currently performing these services are as follows:**ASHEBORO # 2****(336) 629-9623**

338 S. Fayetteville St.

PO Box 1311

Asheboro, NC 27203

9:00 to 5:00 M-F

ASHEVILLE # 142**(828) 667-2104**

Asheville West Plaza

137 Smokey Park Highway

Asheville, NC 28806

9:00 to 5:00 M-F

ELIZABETH CITY # 14**(252) 338-6965**

1545E N. Road Street

Country Club Plaza

Elizabeth City, NC 27909

9:00 to 5:00 M-F

GOLDSBORO # 18**(919) 734-7980**

5 N. William St.

Goldsboro, NC 27530

9:00 to 5:00 M-F

GREENSBORO # 134**(336) 856-1510****5551 Gilford Shoppes Station**

West Market Street

Greensboro, NC 27409

9:00 to 5:00 M-F

GREENVILLE # 147**(252) 756-5099**

800 Mall Dr., Suite B

Carolina East Centre

Greenville, NC 27834

8:30 to 5:00 M-F

HERTFORD # 93**(252) 426-1087**

114 N. Grubb St.

Hertford Municipal Bldg.

Hertford, NC 27944

8:00 to 5:00 M-F

ASHEVILLE # 3**(828) 252-8526**

16 B Innsbruck Mall

85 Tunnel Road

Asheville, NC 28805

9:00 to 5:00 M-F

BURLINGTON # 8**(336) 228-1752**

85 Plaza Shopping Center

2668 Ramada Road

Burlington, NC 27215

9:00 to 5:00 M-F

FAYETTEVILLE # 15**(910) 485-1590**

815 Elm Street

Fayetteville, NC 28303

9:00 to 5:00 M-F

GREENSBORO # 19**(336) 379-7980**

Urban South Corporation

2248 Golden Gate Shopping Center

Greensboro, NC 27405

9:00 to 5:00 M-F

HENDERSON # 21**(252) 438-3528**

Outlet Center Mall

946-D West Andrews Ave.

Henderson, NC 27536

HENDERSONVILLE # 22**(828) 692-0648**

145 Four Seasons Mall

Four Seasons Blvd.

Hendersonville, NC 28739

9:00 to 5:00 M-F

HICKORY # 23**(828) 328-3783**

901 Hwy 321 North

Commerce Building

Hickory, NC 28601

9:00 to 5:00 M-F

KINSTON # 26**(252) 523-5292**

Park Mall
834 Hardee Rd., Suite J1
Kinston, NC 28501
9:00 to 5:00 M-F

MORGANTON # 35**(828) 437-4505**

603 S. College St.
PO Box 854
Morganton, NC 28655
9:00 to 5:00 M-F

NEW BERN # 37**(252) 637-4524**

2503 - D Neuse Blvd.
New Bern, NC 28562
9:00 to 5:00 M-F

NORTH WILKESBORO # 38**(336) 903-1283**

85 Boone Trail
North Wilkesboro, NC 28659
9:00 to 5:00 M-F

ROCKY MOUNT # 44**(252) 443-7900**

Cross Roads Plaza
1862 Stone Rose Drive
Rocky Mount, NC 27804
9:00 to 5:00 M-F

RURAL HALL # 123**(336) 969-2814**

Shel-B, Inc.
1014 Hwy. 65
Rural Hall, NC 27045
9:00 to 5:00 M-F
9:00 to 12:00 Saturday

SMITHFIELD # 27**(919) 934-8707**

103 N. Fourth St.
Smithfield, NC 27577
9:00 to 5:00 M-F

JACKSONVILLE # 16**(910) 347-1000**

901 Hargett St
Jacksonville, NC 28540
9:00 to 5:00 M-F

LUMBERTON # 32**(910) 738-2732**

220 N. Chestnut St.
Lumberton, NC 28358
9:00 to 5:00 M-F

NEWTON # 101**(828) 464-6878**

803 West Conover Blvd.
Catawba Village Shopping Center
Conover, NC 28613
9:00 to 5:00 M-F

ROANOKE RAPIDS # 70**(252) 537-6357**

1720 Julian R. Allsbrook Hwy.
Roanoke Rapids, NC 27870
9:00 to 5:00 M-F

ROXBORO # 45**(336) 597-4809**

809 N. Madison Blvd.
Roxboro, NC 27573
9:00 to 5:00 M-F

SALISBURY # 46**(704) 633-5312**

126 E. Kerr Street
Salisbury, NC 28144
9:00 to 5:00 M-F

STATESVILLE # 50**(704) 873-3185**

121 W. Water Street
PO Box 662
Statesville, NC 28677
9:00 to 5:00 M-F

WALNUT COVE # 91**(336) 591-7182**

329 N. Main St.
Walnut, NC 27530
9:00 to 5:00 M-F
9:00 to 12:00 noon Saturdays

WASHINGTON # 55**(262) 975-3691**

127 N. Market St.
Washington, NC 27889
9:00 to 5:00 M-F

WILLIAMSTON # 52**(252) 792-5100**

Martin Co. Chamber of Commerce
419 E. Boulevard
PO Box 311
Williamston, N.C. 27892
9:00 to 12:30; 1:30-5:00 M-F

WILSON # 60**(252) 291-8955**

ACI Services
4000D Toisnot Village
Ward Blvd.
Wilson, N.C. 27893
9:00 to 5:00 M-F

WILMINGTON # 59**(910) 763-6752 AND 763-6762**

PSD Incorporated
2390 B-6 Carolina Beach Rd.
Wilmington, N.C. 28401
9:00 to 5:00 M-F

WILMINGTON # 150**(910) 397-0277 AND 397-0525**

13 Couth Kerr Ave.
Market Plaza Shopping Center
Wilmington, N.C. 28403
9:00 to 5:00 M-F

WINSTON SALEM # 61**(336) 725-2795 AND 725-2796**

Shel-B, Inc.
1127 Silas Creek Parkway
Parkway Plaza
Winston Salem, NC 27127
9:00 to 5:00 M-F

**NOTE: BRANCH OFFICES CANNOT PROCESS RENEWALS, NEW ACCOUNTS
OR CREATE NEW FLEETS FOR AN EXISTING ACCOUNT.**

REGISTRATION OF OWNER-OPERATOR VEHICLES

Proportional registration for owner-operators who lease their vehicles to motor carriers of passengers or property may be accomplished in one of the following procedures:

1. The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The identification plate and cab card shall be the property of the lessor; or
2. The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with the allocation of fees according to the records of the carrier.

Proportional registration for owner-operators electing to register their vehicles under 1 above shall be accomplished in accordance with the procedures outlined under [*General Information for Apportioned Registration*](#).

Proportional registration for owner-operators electing to register their vehicles under 2 above shall be accomplished as follows:

- (a) Form-MVR-330, application for a registration plate or the transfer of a registration plate furnished by the North Carolina Division of Motor Vehicles, must be completed for each vehicle and signed by both the lessee and the lessor as required. In the event the vehicle is titled in a jurisdiction other than North Carolina, it is necessary that a copy of the title or a copy of current or the prior year's registration card reflecting title number, be attached to the completed form.
- (b) The lessee shall be the registrant and the vehicle or vehicles shall be registered by the carrier, but in both the carrier's name as lessee and the owner's name as lessor.
- (c) Apportionment of fees will be based on the registrant's distance records. Actual individual vehicle distance traveled by the vehicle or vehicles shall be accrued and accounted for by the registrant the same as if he owned the vehicle or vehicles.
- (d) The apportioned credentials (license plate and cab card) shall be the property of the lessee. In the event the lease is terminated the registrant will file a supplemental application consistent with the same procedures as if they owned the vehicle or vehicles.

SPECIAL TEMPORARY REGISTRATION (UNLADEN WEIGHT) PERMIT

Each member jurisdiction shall provide a means of temporary registration for owner-operators not operating as a lessor. *Such registration shall be a restricted plate or permit issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the vehicle.*

Upon receipt of completed form MVR-39 – North Carolina Division of Motor Vehicles application for a 10-day temporary registration permit, and accompanying fee of five dollars (\$5.00), a 10-day temporary registration permit will be issued.

REGISTRATION FOR HOUSEHOLD GOODS CARRIERS

Household Goods Carriers using equipment leased from service representatives may elect to register the equipment in the base jurisdiction of the service representative, or that of the carrier.

If the base jurisdiction of the service representative is elected, the equipment will be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees will be according to the combined distance records of the service representative and those of the carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the election is the base jurisdiction of the carrier, and the jurisdiction is a member jurisdiction, the equipment will be registered by and in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the distance records of the carrier and the service representative which must include intrastate miles operated by the applicable vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this election will be fully registered for operations under their own authority as well as under the authority of the carrier.

Many service representatives (household movers) operate under their own regulated authority as well as acting as a service representative or an agent for one of the National Household Goods Carriers.

In North Carolina, a service representative may, provided he has his own operating authority, file an apportionment application in his own name and operate the apportioned vehicles regardless if acting as an agent for one of the National Household Goods Carriers. The service representative (applicant) may also trip lease any apportioned vehicles to a household goods carrier. Apportionment of fees would be based on the combined individual vehicle distance records of the service representative's operation and those while trip leased to the household goods carrier (while operating intrastate and/or interstate) and the records shall be kept and made available for audit in the base jurisdiction of the service representative.

REGISTRATION OF RENTAL VEHICLES

Registration requirements and procedures vary depending upon the type rental vehicles involved.

The following definitions are applicable:

Rental Owner—an owner principally engaged, with respect to one or more rental fleets, in renting to others or offering for rental the vehicles of such fleets, with or without drivers.

Rental Fleet—one or more vehicles that are rented or offered for rental with or without drivers, and which are designated by a rental owner as a rental fleet.

Rental Vehicle—a vehicle of a rental fleet.

Renting and Leasing—the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

A Rental Transaction—for the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

Rental Vehicle: Base Jurisdiction—The jurisdiction from or in which the vehicle is most frequently dispatched, garaged, serviced, maintained, operated or otherwise controlled.

Rental fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full interstate and intrastate privileges, provided:

1. Such vehicles are part of a rental fleet which are identifiable as being a part of the fleet; and
2. Such person or firm has received approval from the jurisdiction to apportion or allocate the rental fleet; and
3. Such person or firm registers and licenses the vehicles in accordance with the following instructions and any other applicable registration requirements and laws.

Fleets of tractors, single trucks, (excluding one-way trucks) trailers (not in separate pool fleets and used in normal tractor trailer operation) **based in North Carolina**—Rental owners engaged in the business of renting or leasing such fleets of apportionable vehicles without drivers for use or intended for use in two or more member jurisdictions must apply for proportional registration in accordance with the same procedures required of registrants of other fleets of apportionable vehicles.

FLEETS OF ALLOCATED RENTAL VEHICLES—Trailers (Pool Fleets), and One-Way Trucks.

Example for figuring number of vehicles to be licensed for Trailers, (Pool Fleets), and One-Way Trucks:

1. Gross revenue earned in 1998 in N.C. - \$4,325,987.
Gross revenue earned in 1998 all jurisdictions - \$61,873,291.
 $\$4,325,987 \div \$61,873,291 = 6.992\%$
2. Total vehicles owned/operated first day of 1998 = $80,396 \times 6.992\% = 5,621$ vehicles to be licensed in NC.

ALLOCATED RENTAL VEHICLE—a vehicle to which a particular jurisdiction's license plate is attached based upon payment of that jurisdiction's full license fee.

Rental owners engaged in the business of renting or leasing fleets of such vehicles in North Carolina and any other jurisdictions (International Registration Plan member jurisdiction or Non-international Registration Plan jurisdiction) are required to file with the North Carolina Division of Motor Vehicles,

the appropriate application. Applicants desiring to license fleets of vehicles shall, prior to the end of the appropriate annual license renewal period, make application and on required forms the Commissioner shall furnish.

TRAILERS (POOL FLEETS) – File Form IRPTA-19 – North Carolina Registration Application-Trailers (Pool Fleets) allocation.

The minimum number of trailers and/or semi-trailers over 6,000 pounds gross vehicle weight and used solely in pool fleets, to be licensed in North Carolina during the appropriate annual license renewal period of each registration or license year shall be determined as follows:

1. Divide the gross revenue earned in the preceding accounting year for the use of vehicles arising from rental transactions occurring in North Carolina by the total gross revenue earned in the preceding accounting year for the use of the vehicles arising from rental transactions occurring in all jurisdictions where the vehicles are rented.
2. Multiply the resulting North Carolina percent times the total number of vehicles owned or operated as of the first day of the registration or license year. The resulting figure shall be the minimum number of vehicles that must be licensed in North Carolina.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percent used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in North Carolina.

ONE-WAY TRUCKS – File Application Form IRPTA-21 – North Carolina Registration Application – One-Way Truck Allocation.

North Carolina requires one-way trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way and local fleet, to be licensed by class of vehicle depending on gross vehicle weights. All vehicles in each class shall be licensed in North Carolina for the same gross vehicle weights.

A separate application is required to allocate and license each class.

The minimum number of such trucks in each class to be full fee licensed in North Carolina during the appropriate annual license renewal period of each registration or license year shall be determined as follows:

1. For each class of vehicles divide the North Carolina distance by the total distance traveled (all jurisdictions) during the preceding year.
2. Multiply the resulting North Carolina percent times the total number of vehicles in the particular class owned or operated on the first day of the registration or license year. The resulting figure shall be the minimum number of such vehicles that must be full fee licensed in North Carolina.

When equipment is added to the fleet after the original application is filed for any registration or license year, the same percentage used at the beginning of the registration or license year shall be used to determine the number of additional vehicles subject to registration and license in North Carolina.

NOTE: *Anyone needing additional information regarding the application forms and licensing procedures for fleets of allocated rental vehicles should contact the North Carolina Division of Motor Vehicles – International Registration Plan Section – Telephone (919) 861-3720.*

REGISTRATION OF BUSES BY COMMON CARRIERS

The apportionment of bus registration fees shall be based on the relationship of base jurisdiction distance versus total distance operated and shall be accomplished in the following manner:

1. The registrant shall file an application for apportionment with the base jurisdiction listing buses assigned in pools.
2. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.
3. After determining the total distance by either of the aforementioned methods, in-jurisdiction distance percent factors shall be derived by dividing the total distance into the in-jurisdiction distance.

4. Distance generated outside the designated pool are deemed to be reciprocity distance and the base jurisdiction may add such distance to the base jurisdiction's distance total

TRIP LEASING

The lessee except as provided for service representatives (refer to Registration for Household Goods Carriers) is responsible for the registration of the vehicle or vehicles. Registrant may trip lease equipment to another apportioned or nonapportioned carrier. **(The registrant/applicant shall be responsible for reporting all distance traveled by power units listed on the apportioned application.)**

Any trip leased apportionable vehicle operated into or through a member jurisdiction must be apportioned with that jurisdiction or a trip permit will be required.

TRIP PERMITS

If not proportionally registered a trip permit must be obtained before entering any other International Registration Plan member jurisdiction and carried in the cab of the vehicle for which issued or the vehicle may be subject to full registration in that jurisdiction.

With the trip permit, and provided proper operating authority is held in the member jurisdiction, the vehicle is entitled to be operated intrastate as well as interstate during the period allowed under the permit. Exception: Trip permit operation is limited to interstate movement in Arizona, Iowa, Nebraska and North Dakota.

Fees and duration of temporary trip permits are dependent upon the registration laws of the particular jurisdiction. **Trip permits are intended to be used only occasionally or for emergency need and shall not be used to evade proportional registration.**

Trip permits are available from the following Transmitter Services, such as:

Comdata	1-800-749-6058
Custom Permit Service Co.	1-800-669-5014
Fleet One Permit Service Co.	1-877-251-7639
Interstate Permit Services	1-800-343-4889
J.J. Keller & Associates	1-800-231-5266
Jet Permit, Ltd.	1-800-788-0603
State Permits	1-800-331-4805
The Permit Co.	1-800-874-5512
Trans/Mid-America, Inc.	1-800-228-7577
T-Check Permit Svcs.	1-866-351-2435
Highway Permits Co., LLC	1-888-731-0312

Transmitter Services charge a service fee. See the chart on the following pages for IRP Trip Permit information for all member jurisdictions.

IRP TRIP PERMITS

JURISDICTION NAME	COST/DURATION OF PERMIT	OBTAINED PRIOR TO ENTRY
Alabama	\$20 for 7 days	Yes
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	Trip permits are valid for a period of 6 days from their date of issuance to the expiration date. \$50 fee.	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 single unit/\$120 combination for 120 hours	No, if currently registered in base jurisdiction. Yes, if not currently registered.
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$25 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Truck - .9 x weight x distance: Bus - .083 x distance x passengers	
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Up to 46,000 lbs: \$10/0-200 miles; \$15/201-400 miles; \$20/over 400 miles; 46,001 - 80,000 lbs: \$20/0-200 miles, \$30/201-400 miles, \$40/over 400 miles; Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple Combinations: \$60/0-200 miles, \$80/201-400 miles, \$100/over 400 miles; Unregistered Trailer: \$10/0-200 miles, \$15/201-400 miles; \$20/over 400 miles	No

IRP TRIP PERMITS

Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus 15 cents per mile for 24 hours	No
New Brunswick	\$23 for unladen vehicle (unless excluded by CAVR), \$81 truck, \$161 truck tractor for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies upon mileage and vehicle weight for 48 hours	No
New York	\$15 for 72 hours	Yes
Newfoundland	\$50 truck, \$100 truck tractor for various validation periods	
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$50 truck, \$100 truck tractor for 30 days	
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$75 truck, \$132 truck tractor for 10 days	
Oregon	\$21 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	Straight truck \$75; \$150 truck tractor for 5 days	No
Quebec	\$38 for 10 days	Yes
Rhode Island	\$25.00 for 72 hours	Yes
Saskatchewan	Varies by weight and distance for a single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for single trip (not 72 hours)	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$20 for 96 hours or \$50 for combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination for 96 hours	No

Motor Fuel Tax Division Requirements

In addition to apportioned license fees due North Carolina, you must obtain IFTA Decals or Fuel Stickers from the North Carolina Department of Revenue, Motor Fuel Tax Division, 1429 Rock Quarry Rd., Suite 105, Raleigh, N.C. 27610. You should apply for Motor Fuel Cab Cards and Fuel Stickers on Form GAS 1274. The applications may be obtained from the Motor Fuels Tax Division or weigh stations.

The International Fuel Tax Agreement (IFTA) is now available on the Internet. Services available via the Internet allow you to (1) file quarterly IFTA returns and (2) order decals. These services are available at: www.dor.state.nc.us. When you access the web site, go to Electronic Services and go down to Electronic Filing and then Business Taxes. Click on Motor Fuels IFTA.

PAYMENT OF FEES

North Carolina registrants may be permitted, in accordance with certain provisions of the North Carolina Motor Vehicle Laws, to execute a draft for one half of their North Carolina (ONLY) license fees. This applies:

Should the gross amount of North Carolina's apportioned license to any one owner (registrant) amount to more than four hundred dollars (\$400.00). (G.S. 20-94)

Half of this payment will be due 6 months from your renewal month. A draft on a bank or trust company, is required in an amount equal to one half of the North Carolina license fee plus a carrying charge of three percent. Forms will be provided by the Division. **Drafts must be paid even if motor vehicles or license plates are disposed of prior to the Draft due date.** A ten percent penalty attaches by law to drafts returned unpaid by the bank.

If a draft is desired, the request along with a copy of a voided check reflecting the bank's and registrant's account numbers should be attached to the original application.

If a draft has never been executed or if there has been a change of banks, a letter of recommendation from the bank on which draft is to be drawn must accompany the application. Also furnish a copy of a voided check reflecting the bank's and registrant's account numbers.

Registrants approved to purchase apportioned license may be permitted to execute a draft through the last working day of the fifth month after their renewal month. All drafts will be due 6 months from the renewal month.

Registrants shall be required to execute separate drafts for North Carolina apportioned fees and non-apportioned fees.

A billing notice will be mailed to the registrant's mailing address as shown on the application. This notice will set forth the amount of **all registration fees** due North Carolina and the amount of **apportioned registration fees** due each other member jurisdiction. **PAYMENTS SHOULD REFLECT THE APPORTIONED ACCOUNT NUMBER AND MAILED TO THE SAME OFFICE WITH WHICH THE APPLICATION WAS FILED.**

Under no circumstances will checks be accepted with the statement "Void after" a certain length of time.

The North Carolina Division of Motor Vehicles will forward payments to the other member jurisdictions and issue an apportioned license plate and cab card to each vehicle in the fleet.

NOTE: *The base jurisdiction will cooperate with other member jurisdictions in connection with applications and payment of fees to the extent that all base plates, cab cards and reciprocal exemptions are subject to cancellation and revocation in the event of erroneous issuance; or if any registration, apportioned and/or other fees remain unpaid.*

REFUNDS—NORTH CAROLINA APPLICANTS

Refunds of North Carolina apportioned license fees due North Carolina registrants will be made under the following circumstances:

1. **Surrender of license plate(s) (North Carolina General Statute 20-64 (f))**

"The owner or transferor of a registered vehicle who surrenders the registration plate to the Division may secure a refund for the unexpired portion of such plate prorated on a monthly basis, beginning the first day of the month following surrender of the plate to the Division, provided the annual fee of such surrendered plate is sixty dollars (\$60.00) or more. This refund may not exceed one-half of the annual North Carolina license fee. **NO REFUND SHALL BE MADE UNLESS THE OWNER OR TRANSFEROR FURNISHES PROOF OF FINANCIAL RESPONSIBILITY ON THE REGISTERED VEHICLE EFFECTIVE UNTIL THE DATE OF THE SURRENDER OF THE PLATE.**"

2. If billing error was made by the Division.

3. If there is a duplication of vehicles apportioned and fees paid twice.

4. If applicant purchases full fee plate(s) when apportioned registration is required, partial credit may be applied toward North Carolina apportioned fees.

5. If an audit of an apportioned carrier indicates an overpayment.

NOTES: 1. No refund, resulting from an audit, will be made in any amount less than ten dollars (\$10.00)

2. No refund will be made for apportioned plates turned in prior to payment of any outstanding draft.

3. Refunds on unused apportioned license will be based on N. C. percentage only.

4. Refunds will be pro-rated monthly.

5. **North Carolina will not accept applications for refunds of apportioned registration fees for other jurisdictions. Applications for refund from other jurisdictions must be handled directly between applicant and the other jurisdictions in accordance with their statutes. It is possible that some of the other jurisdictions may not issue refunds or the minimal amount that they may refund varies from jurisdiction to jurisdiction. **It is your responsibility as the applicant to contact each jurisdiction regarding refunds.****

JURISDICTIONAL REFUND POLICY FOR PLATE TURN-INS

<u>JURISDICTIONS</u>	<u>REFUND/NEW</u>	<u>REFUND/USED</u>	<u>MINIMUM AMOUNT</u>	<u>REQUIREMENTS</u>
Alabama	Yes	No	\$10.00	A refund can be obtained if unit is cancelled from fleet.
Alberta				
Arizona	Yes	No	\$10.00	Refunds are prorated; vehicle totaled or company gone out of business. If customer has NC base plate and becomes leased to a AR carrier & purchased a AR based plate; will refund fees originally paid to AR.
Arkansas	Yes	Yes		
British Columbia	Yes	Yes	\$5.00	Proof plate was turned in.
California	No	No		
Colorado	Yes	Yes	\$10.00	
Connecticut	Yes	No	\$10.00	
Delaware	No	Yes		Generally no refunds. Exceptions: 65 years old or older and turns in plate; going into active military duty.
District of Columbia	Yes	No		Overpayment of apportioned registrations
Florida	Yes	No		Turned in before registration period effective; double registered in NC or registered in error
Georgia	Yes	No	\$5.00	Department error or duplicate registration
Idaho	Yes	Yes	\$10.00	Will refund remaining fees for current year. State must provide proof that plate was turned in and the date turned in.
Illinois	Yes	No	\$10.00	
Indiana	Yes	No	\$5.00	Turned in within 17 days; department error
Iowa	Yes	Yes	\$10.00	Proof Plate turned in
Kansas	Yes	No	\$50.00	
Kentucky	Yes	No	\$10.00	
Louisiana	Yes	No	\$10.00	
Maine	Yes	No	\$5.00	
Manitoba	Yes	Yes	\$5.00	Proof plate turned in and turn in date
Maryland	Yes	No	\$10.00	Turned in within one month of issuance
Massachusetts	Yes	Yes	\$5.00	\$15.00 Administrative Fee held back. 1/2 Massachusetts fee within 7 months
Michigan	Yes	No		
Minnesota	Yes	Yes	\$25.00	Account closed and vehicle deleted-no refund Department Error or if plate turned in prior to registration effective date
Mississippi	No	No	\$10.00	Department error
Missouri	Yes	No		Will honor the same refund policy as the jurisdiction that the vehicle is base plated in
Montana	Yes	No	\$5.00	

JURISDICTIONAL REFUND POLICY FOR PLATE TURN-INS

Nebraska	Yes	Yes	\$10.00	If turned in within 90 days of issuance will refund 50% of fee
Nevada	Yes	Yes	\$5.00	Must furnish request on jurisdiction letterhead; provide proof of fees paid
Newfoundland	Yes	Yes	\$20.00	
New Brunswick	No	No	\$5.00	Department Error - \$14.00 Processing Fee
New Hampshire	Yes	Yes	\$1.00	
New Jersey	Yes	No	\$3.00	
New Mexico	Yes	No	\$10.00	If vehicle sold before Registration Effective Date
New York	Yes	No	\$5.00	
North Carolina	Yes	Yes	\$5.00	If plate used, prorate based on half year registration fee
North Dakota	Yes	Yes	\$5.00	Company out of business; credentials returned prior to registration period beginning
Nova Scotia	Yes	Yes	\$10.00	
Ohio	Yes	No	\$10.00	
Oklahoma	Yes	No	\$20.00	Department error
Ontario				
Oregon	Yes	No		
Pennsylvania	Yes	No		
Prince Edward Island	Yes	Yes	\$10.00	\$10.00 Administrative Fee
Quebec				When vehicle is withdrawn from fleet; the current month is never refunded and the transaction will not be made retroactive
Rhode Island	Yes	No	\$5.00	
Saskatchewan				If plate turned in prior to Registration Effective Date
South Carolina	Yes	Yes	\$10.00	Vehicle sold, junked or destroyed
South Dakota	Yes	Yes	\$10.00	Same refund policy as the base jurisdiction
Tennessee	Yes	Yes	\$10.00	Lease cancelled; Department Error
Texas	Yes	No	\$5.00	If vehicle registered twice in error-refund full amount. If amount wrecked-refunding remaining portion
Utah	Yes	No	\$10.00	All credentials must be returned, application for refund must be submitted with a letter from the base jurisdiction for a non-Utah carrier
Vermont	Yes	No	No	\$3.00 Administrative Fee
Virginia	Yes	No	\$10.00	
Washington	Yes	No	\$15.00	
West Virginia	Yes	No	\$10.00	If plate turned in within 10 days
Wisconsin	Yes	No		
Wyoming	Yes	No	None	

Audits, Assessments and Penalties

It is mandatory for registrants licensed under the International Registration Plan to maintain an adequate distance accounting system. At a minimum, such a system must include: 1) distance data for each individual vehicle; 2) monthly distance summaries by jurisdiction and total for each vehicle; 3) monthly compilation of distance for the apportioned fleet by state and total for the period July 1 through June 30; and 4) a summary of the quarterly recaps used in preparing the application for apportionment.

The base jurisdiction shall audit their registrants displaying the base jurisdiction's base plate. Audits shall be conducted on a registration year and fleet basis. An audit shall verify the authenticity of the registrant's reported distance derived from operational records and registrations. The base jurisdiction must perform audits equivalent to at least an average of 3% of the number of IRP fleets renewed annually as required to be reported on the Annual Report pursuant to the Audit Procedures Manual, Section 800, Audit Completion and Audit Reporting Procedures. The interval between jurisdictional peer reviews constitutes the period for establishing the 3% average.

The examination of one fleet for one registration year constitutes one audit. A registrant may be audited more than once during the interval between peer reviews. Effective July 1, 2004 IRP audits will be conducted by the Department of Revenue, Motor Fuels Tax Division.

An audit may also be conducted by other jurisdictions.

All registrants are required to preserve the records on which the registrant's application is based for a period of three years after the close of the registration year. The registrant shall be required to make the records available to the base jurisdiction for audit as to the accuracy of computation, payment and assessments for deficiencies or allowances for credits, during the normal business hours of the day.

If a registrant fails to maintain records, or after 30 days from receiving written notice, fails to make records available to the member jurisdiction, the member jurisdiction may impose an assessment. The assessment must be based on the member jurisdictions' estimate of true liability established from:

1. Information the registrant furnished;
2. Information the member jurisdiction gathered;
3. Information relative to other similar registrants based in the jurisdiction; or
4. Any other information available to the member jurisdiction.

If it is determined during an audit that:

1. A registrant failed or refused to make acceptable records available for audit as provided by law; or
2. A registrant misrepresented, falsified or concealed his records.

All plates and cab cards will be deemed to have been issued erroneously and are subject to cancellation. The base jurisdiction may assess the registrant for an additional percentage up to one hundred percent (100%) of NC registration fees at the rate prescribed for that registration year, adding the five percent (5%) penalty referred to above. Any apportioned vehicle that fails to operate in more than one jurisdiction will be subject to an assessment equal to 100% of the registration fees at the rate prescribed for that year in the jurisdiction where the vehicle solely had actual operations, if use or intended use in two or more jurisdictions cannot be substantiated. The base jurisdiction may cancel all registration and reciprocal privileges.

Upon the completion of an audit of a registrant, a notice of any assessments will be sent to the registrant along with a copy of the audit findings by registered or certified mail at the address of the registrant as it appears in the records of the NC Division of Motor Vehicles in Raleigh. The notice, when sent in accordance with the requirements indicated above, will be sufficient regardless of whether or not it was ever received.

The audit findings shall include a determination of any fees owed by the registrant, net of any fees owed to the registrant. NC IRP Department of Transportation, Motor Vehicles Section shall collect all net underpayment amounts from the registrant and/or refund all net overpayment amounts to the registrant as a result of the audit, pursuant to NC laws and procedures.

The failure of any registrant to pay any additional registration fees or tax within thirty (30) days after the billing date will constitute cause for revocation of registration privileges, license plates, cab cards and reciprocal privileges. **All fees due as a result of an audit must be paid before an appeal to an audit will be addressed.**

Registrants shall have thirty (30) days from the assessment notice date of an audit or reexamination to file a written appeal of the audit or reexamination. Appeals shall be resolved under the administrative and appellate procedures of the base jurisdiction. Once these procedures have been exhausted, it may be submitted to the IRP Inc., Dispute Resolution Committee.

A copy of each audit shall be provided to all member jurisdictions in which the registrant was apportioned or in which it accrued distance. A jurisdiction shall have forty-five (45) days from the date it is notified of the audit findings to notify NC IRP and the registrant in writing of any error in the findings and of its intent to conduct a reexamination of the records of the registrant. The expenses of a reexamination shall be borne by the jurisdiction(s) performing the reexamination.

If apportioned fleet distance records selected for audit are not located in NC and it becomes necessary for auditors to travel outside NC to the place where the records are kept, the registrant will reimburse NC for per diem and travel expenses incurred by the auditors in connection with conducting the audit.

Acceptable Distance Records

Distance operated is to be recorded on a source document (individual vehicle distance record) with the following information:

1. date of trip (beginning and ending)
2. trip origin and destination
3. routes (highway numbers) traveled
4. odometer or hubodometer readings recorded at the beginning and ending of each trip, and when a state line is crossed;
5. total trip distance traveled
6. distance traveled by jurisdiction
7. unit number or vehicle identification number of power unit

8. fleet number
9. registrant's name
10. trailer number
11. driver's signature or name

The information recorded on the Individual Vehicle Distance Record (IVDR) must be accurate and readable. The distance figures to be entered on IVDR's can be obtained from various sources such as odometer and/or hubodometer readings, state maps, standard distance guides or a household goods distance guide, as long as the method used is accurate and consistent. Registrants should accumulate IVDR's and prepare monthly recaps from which they can prepare their quarterly and yearly recaps. It must be stressed that distance figures supported by IVDR's can be used in numerous areas where a registrant is required to file some type of distance report, such as for fuel usage, third structure taxes, etc.

Examples of acceptable source documents (Individual Vehicle Distance Records):

1. driver's trip sheets or reports
2. driver's logs
3. receiving contracts
4. other records of vehicle movement from which distance per vehicle per jurisdiction can be determined

Important: Computer printouts are not acceptable as the only source of distance; they must be backed up by Individual Vehicle Distance Records.

All necessary information need not be contained in a single source document; however, the Individual Vehicle Distance Report must be maintained so that the continuous movement of each apportioned vehicle can be audited. Source documents (IVDR's) used to produce distance summaries should be filed in chronological order by vehicle unit number. Registrants must maintain a record (in sufficient detail) from which time lapses in vehicle movement can be explained. **It is recommended that odometer and/or hubodometer readings be recorded monthly for each and every apportioned vehicle including inactive as well as active vehicles.** This will indicate that all distance is properly accounted for and recorded.

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (interstate and intrastate) including loaded, empty, deadhead and/or bobtail distance. Distance operated under trip permits and under trip lease must be included.

It should be stressed that the method of distance accountability should be consistent and that predetermined distance schedules must be supported by route (highway numbers) used to establish distance. If trip distance recorded as traveled in the various jurisdictions is disputed, official state maps, shall be the final authority unless proven otherwise by an approved method of calibration.

An IVDR, which if properly prepared, will satisfy the requirements of the IRP relevant to source documents. The beginning odometer/hubodometer reading on this or any other IVDR should be the same as the ending reading for the preceding trip. When an apportioned vehicle is inactive, the odometer/hubodometer reading should be recorded at the end of each month with an explanation of the inactivity (accident report for wreck or in for repairs).

Registrants operating more than one apportioned fleet must prepare and maintain separate monthly summaries and yearly recaps for each fleet.

GENERAL INFORMATION

The IFTAIRP-25 form shown here is a classic example of an acceptable source document (Individual Vehicle Distance Record) that satisfies IRP compliance requirements.

An Individual Vehicle Distance Record must account for all distance traveled. If you use a substitute vehicle, prepare a separate Individual Vehicle Distance Record to account for the distance traveled by the substitute vehicle.

INSTRUCTIONS:

1. Legal name of the IFTA/IRP registrant
2. IFTA account number
3. Fuel decal number
4. IRP account number
5. Fleet number
6. Truck number or unit number of power unit

TRIP INFORMATION:

7. Date trip began at origin
8. Date trip ended at destination
9. Origin -where trip started
10. Destination -where trip ended
11. Trailer identification number or assigned company number (in states were applicable)
12. Trip permit number -permit number
13. Driver's Name/Signature -names of all drivers during trip

DISTANCE INFORMATION:

14. Trip Date -date of each trip
15. Jurisdiction Name -abbreviation of the jurisdiction in which your vehicle is traveling
16. Routes Traveled/Highway Numbers -record the major routes, highways or interstates traveled in each state
17. Odometer or "Hub" Readings -record at the beginning of each day or trip
18. Odometer or "Hub" Readings -record at the end of each trip
19. Odometer or "Hub" Readings -record when leaving each jurisdiction (at state line crossings)
20. Total distance per state -record the distance traveled in each state by trip date
21. Dispatch/Trip Cities -record the city of each delivery
22. Invoice Number -record the fuel invoice number
23. Vendor Name -record the name of the fuel invoice vendor
24. Fuels/Gallons -record fuel received per jurisdiction
25. Toll Distance -record the distance traveled on toll roads
26. Empty- record the distance traveled without a load; deadhead
27. Total Trip Distance -record total trip distance

IFTAIRP-25 (07/04)

INDIVIDUAL VEHICLE DISTANCE RECORD

CARRIER NAME	IFTA ACCT NUMBER	FUEL DECAL NO.	IRP ACCT NUMBER	FLEET
TRUCK NUMBER	TRIP ORIGIN		TRAILER NUMBER	
TRIP BEGIN DATE	TRIP DESTINATION		TRAILER NUMBER	
TRIP END DATE	TRIP DESTINATION		TRIP PERMIT NO.	

[illegible]

DRIVER'S NAME/SIGNATURE

State Abbreviations: AL AZ AR CA CO CT DC DE FL GA ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY Other Jurisdictions Abbreviations: AB BC MB NB NF NS NT ON PE QC SK YT MX

An apportioned fleet operator may trip lease apportioned equipment to another apportioned fleet operator or to a nonapportioned fleet operator; however, the registrant/lessor shall maintain adequate distance records in support of lease operations. The registrant/lessor shall be responsible for reporting on the apportioned application the distance traveled by his apportioned equipment while trip leased to others. An apportioned fleet operator should not report distance traveled by equipment trip leased from others.

Fleet distance shall mean the distance generated by motor vehicle power units which were part of the apportioned fleet during the period July 1 through June 30 preceding the year for which registration is sought. The distance to be reported for any motor vehicle power unit which was added to or deleted from the apportioned fleet during the distance reporting period shall be only those distance generated by the vehicle while it was part of the apportioned fleet during the distance reporting period. Distance shall include loaded and empty (deadhead and/or bobtail) distance traveled intrastate and interstate.

NOTE: The distance of a vehicle added by the original IRP-E Apportioned Equipment application would start accruing to the declared fleet as of the actual date of proportional registration. For vehicles being reapportioned in the same fleet, distance accrual would be continuous.

The distance of a vehicle added by supplemental application for original apportionment after the original IRP-E Apportioned Equipment application is filed would start accruing to the declared fleet as of the actual date of the proportional registration.

In instances where a vehicle or vehicles are added by supplemental application, during NC's renewal period, for reapportionment in the same fleet after the original IRP-E Apportioned Equipment application is filed, distance accrual would be continuous.

The distance of a vehicle deleted by supplemental application would not be further accrued to the respective fleet from which deleted as of the actual date of acceptable evidence of removal.

The distance of a vehicle deleted from a fleet at the end of the registration year and full fee registered during NC's renewal period for the next registration year, would not be further accrued to the respective fleet as of the actual date full fee registration license are purchased. For vehicles deleted from a fleet at the end of the registration year and not full fee registered during NC's renewal period, distance would accrue to the respective fleet through the last day of NC's renewal period.

All registrants are liable for the proper maintenance of their operational distance and equipment/ registration records so as to avoid the possibility of cancellation of registration privileges or further assessments.

Equipment/registration records shall include, but are not limited to, a vehicle or equipment listing of all NC apportioned equipment owned or operated, copies of IRP-M2 distance schedule, original IRP-E Apportioned Equipment application, all supplements filed, receipts received for any apportioned license turned in, (Form FS-20) and registrant copy-2 of apportioned registration cab card issued for each apportioned power unit.

In cases where registrant leases equipment from others and elects to license the leased equipment in his name as lessee, the registrant shall maintain, in addition to all information required for his own equipment, the lease dates (beginning and ending) for each leased vehicle.

Trailers (Pool Fleets) -Maintain Form IRPTA-19 NC Registration Application- Trailers (Pool Fleets) Allocation

Registrants engaged in the business of renting or leasing trailers and/or semi-trailers over 6,000 pounds gross weight and used solely in pool fleets in more than one jurisdiction shall prepare and maintain monthly and yearly records which will reflect gross revenue earned in each jurisdiction

where such trailers and/or semi-trailers are rented. The monthly summaries supported by rental settlement contracts. The yearly earnings shall be support by company financial statements and/or copies of income tax returns (in-jurisdiction and/or federal).

Registrants engaged in the business of renting or leasing this type rental vehicle shall prepare and maintain monthly inventories of vehicles owned or operated. These inventories shall be taken on, or as near as possible, the first day of each month. These monthly inventories shall be supported by the actual inventory reports.

A listing of license numbers purchased and/or renewed each month in NC must be prepared and maintained. Using that monthly listing and the monthly inventories, the worksheet on the reverse side of Application Form TA-19 must be maintained. Upon request, during or after the close of any registration or license year, a copy of the worksheet form TA-19 must be furnished to the NC Division of Motor Vehicles, International Registration Plan Section

One-Way Trucks – Maintain Form IRPTA-21-NC Registration Application-One-Way Truck Allocation

Registrants of one-way trucks licensed for a gross vehicle weight of less than 26,000 pounds identified as one-way and local vehicles usually operate such vehicles by class depending on the gross vehicle weights. All vehicles in each class shall be licensed for the same weight.

Registrants engaged in the business of renting or leasing this type rental vehicle in more than one jurisdiction must prepare and maintain monthly summaries and yearly recap of individual vehicle distance operated during the preceding year by each class of vehicles in each jurisdiction and total of all jurisdictions. The monthly distance summaries must be supported by source documents such as, but not limited to, receiving or rental contracts from which distance by jurisdiction has been determined and may be verified. The preceding year means the period of twelve consecutive months immediately prior to July 1st proceeding the year for which registration is sought. There is no reciprocity distance taken here by NC.

Registrants must prepare and maintain monthly inventories of vehicles owned or operated in each class. These inventories must be taken on the first day of each month. These inventories must be supported by the actual inventory reports for each class.

A listing for each license number purchased each month from NC must be prepared and maintained. Using that monthly listing and the monthly inventories, the worksheet on the reverse side of Application Form IRPTA-21 must be maintained. Upon request, during or after the close of any registration or license year, a copy of the worksheet form IRPTA-21 must be furnished to the NC Division of Motor Vehicles, International Registration Plan Section.

TRUCK ABBREVIATIONS

<u>Name</u>	<u>Code</u>
Autocar	Auto
Bock	Bock
Brock & Brockway	Broc
Brown	Brow
Chevrolet	Chev
Corbett	Corb
Crane Carrier	Crcr
Crusader(Bus)	Crus
Custom-Built	Cust
Diamond Reo	Dreo
Diamond T	Diat
Dodge	Dodg
Silver Eagle (Bus)	Silv
FWD	FWD
Ford	Ford
Freightliner	FRHT
GMC	GMC
Giant	Gian
Hendrickson	Hend
Hino	Hino
International	Intl
Isuzu	Isu
Iveco	Ivec
Kenworth	KW
Mack	Mack
Magirus	Magi
Marmon	Marm
Mci Crusader (Bus)	MCI
Mercedes Benz	Merz
Mitsubishi	Mits
Nissan D	UD
Oshkosk	OSHK
Peterbilt	PTRB
Prevost (Bus)	Prev
Sterling	Stlg
Studebaker	Stud
Volvo	Volv
West	West
Western Star	West
White	Whit
White GMC	WGM

TRAILER ABBREVIATIONS

A M C	AMC
Acro	Acro
Adams	Adms
Alabama	Alab
American	Amer
Arrow	Arro
Ashedown	Ashd
ASI	ASI
Atla	Atla
Aztec	Aztc
Baker	Bake
Bartlet	Btl
Becker	Beck
Biltwell	Bilt
Black Diamond	Bld
BLK	BLK

TRAILER ABBREVS. (Contd.)

<u>Name</u>	<u>Code</u>
Bock	Bock
Boon	Boon
Bren	Bren
Brig	Brig
Brockway	Broc
Brown	Brow
Budd	Budd
Butler	Bute
Catawba	Cata
Certified	Cert
Chamberlain	Chal
Chancey	Chan
Cherokee	Chero
Circle B	Cirb
Citroen	Citr
City	City
Clark	Clar
Comet	Comt
Copeland	Copc
Corb	Corb
Cottrell-Sullivan	Cotr
Custom	Cust
Daco	Daco
Delavan	Dela
Delta	Deta
Dill	Dill
Dorsey	Dors
Dunb	Dunb
Durobilt	Duro
Evans	Evan
Farr	Farr
Flasco	Flas
Fontaine	Fona
Ferree	Ferr
Fruehauf	Frue
FWD	FWD
Gindy	Gind
Great Dane	Grea
Hardee	Hard
Heil	Heil
Henderson	Hend
Hendricks	Hndr
Hercules	Herc
Highway	High
Hobbs	Hobb
Holden	Hold
Homemade	Hmmd
Hond	Hond
Hud	Hud
Johnson	John
Kari	Kari
Kentucky	Kent
Keystone	Keys
King	King
Kodiah	Kodi
Loadcraft	Load
Loadking	Loak
Lubbock	Lubb
Lufkin	Lufk

TRAILER ABBREVS. (Contd.)

<u>Name</u>	<u>Code</u>
MT	MT
Mack	Mack
Metco	Metc
Mono	Mono
Matlock	Mtlk
Miller	Mill
McKay	Mcka
Nabo	Nabo
Nelson	Nels
Norway	Norw
Ohio	Ohio
Omaha	Omah
Peerless	Peer
Pennsylvania	Penn
Peterson	Pete
Phel	Phel
Pine	Pine
Polar American	Pola
Port	Port
Pritchard	Prit
Raven	Rave
Reid	Reid
Reliable	Reli
Rogers	Roge
Shop Built	Shop
Shoreline	Shor
Standard	Stan
Stoughton	Stou
Strick	Stri
Stuart	Stua
Tcraft	Tcra
Talbert	Talb
Taylor	Tayl
TBCT	TBCT
Tech	Tech
Theur	Theu
Ti-Brook	Tibr
Timpte	Timp
Trailco	Trco
Trailenze	Dako
Trail King	TRLK
Trailmobile	Trai
Transcraft	Trao
Transport	Tran
Trimline	Trim
Trinity	Trin
UHA	UHA
Uni	Uni
Utility	Util
VL	VL
Vanco	Vanc
VIN	Mose
Vulcan	Vulc
W+I	W +I
Walbash National	WABA
Wells	Well
Wilson	Wils
W+K	W+K

QUESTIONS MOTOR CARRIERS MAY HAVE ABOUT THE INTERNATIONAL REGISTRATION PLAN

1. **Q. How will participation in the International Registration Plan help my trucking operation?**
 - A. Reciprocity agreements historically have restricted your operations in other states to interstate commerce leaving you with the burden of purchasing a full fee plate in each state in which your vehicle(s) must conduct intrastate operations. Under the Plan your apportioned vehicles may conduct both interstate and intrastate operations. The Plan does not however, prevent the need to register with other state agencies (such as the Fuel Tax Division) or to have appropriate intrastate authority from each state's regulatory commission to conduct intrastate for-hire operations .
2. **Q. Will participation cost my company more money?**
 - A. If your interstate operations have been conducted in the past under pure reciprocity agreements, the answer will depend on the relationship of your base state's fees to those of other International Registration Plan states in which you conduct operations. If your base state has a low fee structure and the other states have a relatively higher fee structure, International Registration Plan participation will result in higher registration costs. North Carolina does have a low fee; thus, for those vehicles base plated in North Carolina the International Registration Plan could cost you a little more money.
3. **Q. Will International Registration Plan participation reduce the documents that must be carried in each vehicle?**
 - A. As compared to those vehicles formerly operating under reciprocity agreements the answers no, but The International Registration Plan will not increase the number of documents either.
4. **Q. When a state joins The International Registration Plan, does the Plan supercede the former agreement(s)?**
 - A. The International Registration Plan supercedes all former agreements on any of the matters covered by this agreement, but those former agreements are not disturbed by The International Registration Plan as they relate to vehicles not subject to apportioned registration or as they relate to border agreements. The International Registration Plan further does not affect in any way agreements between International Registration Plan member jurisdictions and non-member jurisdictions.
5. **Q. Does an apportioned license plate authorize my operations in all International Registration Plan jurisdictions?**
 - A. Both interstate and intrastate operations are authorized in those states identified on your International Registration Plan cab cards. Operations in other member jurisdictions may be conducted only under trip permits and in Arizona, Iowa, Nebraska and North Dakota operations under trip permits are limited to interstate operations through exceptions to the Plan taken by those states. You must qualify your vehicles under the various fuel use reporting laws, regulatory laws, etc.
6. **Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
 - A. The Plan defines fleet as one or more apportionable vehicles, allowing for single-vehicle fleet apportionment.
7. **Q. Must all my vehicles be apportioned as a single fleet?**
 - A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation(s) except that vehicles must be based for registration purposes (1) where you have an established place of business, (2) where distance is accrued and (3) where records are kept or can be made available for audit. Registrants having declared more than one fleet may drop any one of the declared fleets at the end of any registration year and include the vehicles of the deleted fleet in the other existing declared fleets for apportionment. Registrants having declared, for example, fleets 1, 2 and 3 may not drop fleet 3 and declare fleet 4 for apportionment in any of the jurisdictions with which fleet 3 was apportioned. However, rental and or leasing companies would not be subject to the above rule when declaring individual fleets for each lessee.

8. **Q. How do I treat apportionable vehicles in my fleet that are not apportioned?**
 - A. These vehicles should be full fee plated in their base state and will, if taken on an interstate trip into or through another member jurisdiction, be subject to the trip permit provisions of the Plan. It should be noted, however, that some member jurisdictions have entered into bilateral agreements allowing limited operations in border communities without trip permits. North Carolina and Virginia have ten (10) mile buffer zone agreements.
9. **Q. How are special-purpose registered vehicles such as farm vehicles treated under International Registration Plan?**
 - A. Under the provisions of the Plan, restricted plate vehicles such as those restricted in the commodities they can transport or in the area they may serve are not apportionable vehicles and are treated under other agreements between jurisdictions.
10. **Q. Are registration fees for trailers and semitrailers as well as power units under the International Registration Plan apportioned?**
 - A. There no longer exists any jurisdictional (state) requirements for Apportioned Trailer License Plates. The only requirement is that a trailer must have a valid license plate. If you currently have a Permanent Apportioned Trailer License Plate, you may renew that plate as a part of your IRP fleet for a cost of \$19.00 with no additional jurisdictional fees due. If you are establishing a new account/fleet, you may elect to purchase Permanent Apportioned Trailer License Plates and maintain your trailers as part of your IRP fleet.
11. **Q. Must I register my equipment in all member states at the same gross vehicle weight?**
 - A. No. Your gross weight as shown on both your application and cab card may vary from state to state. Enforcement personnel, however, may issue a citation to your vehicle if found operating in any member state at a weight exceeding that for which it is registered in that state. N.C. may require supporting documentation for any vehicle if the highest and lowest weights requested for jurisdictions registering by gross vehicle weight vary by ten (10) percent or more and may reject or deny registration for those vehicles if the variance does not reflect actual operating practice.
12. **Q. Are there any special problems in the plan that might be encountered in securing overweight and/or overdimensional special permits?**
 - A. No, except that most states require a unit to be registered for the maximum allowable weight before issuing a special permit. Overweight and/or overdimensional permits for North Carolina may be secured by calling (919) 733-7154.
13. **Q. On the occasion of my first apportioned registration under the Plan, what distance figures should I use if I have little or no data?**
 - A. When establishing an apportioned account for the first time, estimated distance is used. This estimated distance is based on actual distance of travel and actual vehicles licensed for travel in a particular jurisdiction (state). If you are only going to operate from one specific location within a state to another specific location within the same state, with no variations in travel, you may use your own distance estimates but you must document all information from Point A to Point B.
14. **Q. If I anticipate operating in a state during the next registration year that I did not enter in the current year, how can I get these states into my application and on my cab card?**
 - A. You have two options in this situation. You may ignore the new states on your application and use trip permits or estimate the distance to be traveled in these new states; however, you may be required to pay each added member jurisdiction fees in excess of 100%.
15. **Q. If I anticipate operating in states with no distance listed on my current application and not identified on my current cab cards, how do I qualify my vehicles for these new operations during the current registration year?**
 - A. Again, you have two options in this situation. You may either operate in the new states under trip permits or file a complete supplemental application, (IRP-S, IRP-M2 and IRP-W) with your base state adding the new states to your current application. In the second case, however you will be required to pay fees in excess of 100%.

16. **Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
 - A. These changes are accomplished by submitting supplemental applications.
17. **Q. Is there a procedure for my changing the registered gross weights for my vehicles during the registration year?**
 - A. Yes. You must file a complete supplemental application and pay additional fees where the gross weight is to be increased.
18. **Q. Must I complete all the columnar information requested on the application forms?**
 - A. Yes. In completing all the information you will reduce the possibility of having your application returned under the provisions of a policy adopted by the International Registration Plan administrators in 1977 recognizing that the registration laws in different states are based upon different factors.
19. **Q. Can I renew my apportioned vehicles via the Internet?**
 - A. Yes, for instructions, see page 68 of this manual (Internet Renewal Applications) to view the requirements and instructions for renewing online.
20. **Q. What are the requirements for a certified on-board recording device?**
 - A. An on-board recording device may be used in lieu of or in addition to handwritten trip reports and must meet the minimum device data collection and capability to produce reports requirements of the International Registration Plan. An IRP auditor can help evaluate a recording device to ensure its effectiveness and accuracy.

